**2014-2015 Teacher Leader Advisors Application**

**Overview**

The Teacher Leader Advisors will be a group of 90 teachers from across the state who have strong skills in math and ELA instructional planning. This group will create the next wave of high-quality instructional materials for educators and support the training to ensure the tools are effectively used.

**Scope of Work**

Teacher Leader Advisors play a key role in helping the Louisiana Department of Education ensure that students across Louisiana have access to the high quality education they deserve and that teachers have access to the tools and resources they need to be successful.

The specific responsibilities of Teacher Leader Advisors vary according to your chosen group ([see page 4-7](#instructional)) but include actions such as:

1. Providing input on and creating high quality curricular resources aligned to our standards and assessments (e.g. Eagle items and tasks)
2. Raising awareness of available instructional tools among educators of the tools and resources
3. Facilitating trainings and meetings for fellow Louisiana educators (e.g. regional collaboration meetings)
4. Reviewing resources and materials to help inform districts’ purchasing decisions

Not only is becoming a Teacher Leader Advisor an opportunity to broaden your positive impact by influencing over 750,000 students and over 50,000 teachers across the state, but it is also an opportunity to expand and refine your leadership skills, learn about key priorities and projects at the Louisiana Department of Education, and deepen your understanding of curricula and teacher training.

**Compensation**

Each Teacher Leader Advisor will receive a stipend of $1,500. The DOE will also reimburse districts directly for substitute costs for the two days of in-person training required of each role.

**In This Document**

* [Application Timeline](#timeline)
* [Application Steps](#steps)
* [Teacher Leader Advisor Application](#application)
	+ [Basic Information](#basic)
	+ [Qualification Checklist](#qualification)
	+ [Teacher Support Task](#awareness)
	+ [Supervisor Approval](#supervisor)
	+ [Instructional Task](#instructional)
		- [ELA EAGLE Group](#ELAEAGLE)
		- [Math EAGLE Group](#MathEAGLE)
		- [Instructional Material Review Group](#IMR)
		- [Teacher Collaboration Group](#collaboration)

**Application Timeline**

|  |  |
| --- | --- |
| Date  | Event |
| Tuesday, July 29, 2014 | Application released (July 29 newsletter, the Teacher Leader Advisor group on [Louisiana Believes](http://www.louisianabelieves.com/resources/classroom-support-toolbox/teacher-support-toolbox/collaboration-teacher-leadership) and [edmodo](https://www.edmodo.com/)) |
| Friday, August 15 at 5:00 PM | Application is due to louisianateacherleaders@la.gov  |
| Friday, August 29 by 5:00 PM | Teacher Leader Advisors announced |

|  |
| --- |
| **Application Steps** |
| * Read though the entire application to understand the roles and responsibilities of Teacher Leader Advisors, the application process, the application timeline, and key dates
 |
| * Complete the Basic Information and Qualification Checklist portions of the application
 |
| * Decide to which Teacher Leader Advisor group you want to apply; choose only **one** group (see [pages 4-7](#instructional) of this document)
* Download and complete the [instructional task](#instructional) for your chosen Teacher Leader Advisor group (approx. 2-4 hrs)
 |
| * Complete the Teacher Support task (approx. 1 hr)
* Get the Supervisor Approval form signed by your principal and your superintendent
 |
| * **Send one email with all portions of your completed application to** **louisianateacherleaders@la.gov** **by 5:00 PM on Friday, August 15**
	+ [Basic Information](#basic)
	+ [Qualification Checklist](#qualification)
	+ [Instructional Task](#instructional) (send only one; varies by chosen group)
	+ [Teacher Support Task](#awareness)
	+ [Signed Supervisor Approval form](#supervisor) (must be scanned and emailed; signatures must be visible)
 |

**2014-2015 Teacher Leader Advisors Application**

**I. BASIC INFORMATION**

Name:

Email Address Phone Number:

School: District:

Role:

Grade(s) Teaching (check all that apply): 🞎PK 🞎K 🞎1 🞎2 🞎3 🞎4 🞎5 🞎6 🞎7 🞎8 🞎9 🞎10 🞎11 🞎12

Subject(s) Teaching:

**II. QUALIFICATION CHECK LIST**

* I am a current Louisiana educator
* End-of-Year Compass Rating (include rating here)
* Teacher is able to attend all in-person meetings including the meeting for all Teacher Leader Advisors on **Friday, November 14** and all workgroup specific in-person meetings (see tables below)
* Teacher is committed to producing resources and completing additional work outside of regular teaching duties

**III. INSTRUCTIONAL TASK**

Complete an instructional task for only **ONE** group that you choose. See [pages 4-7](#instructional) of this document for a description of each group and a link to download the appropriate task for that group. If you have any questions about this portion of the application, please contact louisianateacherleaders@la.gov.

**IV. TEACHER SUPPORT TASK** *(Limit 2 pages and submit via e-mail with this cover page)*

Include your response to the following question.

* You overhear another teacher in the teachers’ lounge talking about how she is struggling to find high quality instructional resources. How might you respond to this teacher? Specifically, what might you say to her about the teacher support toolbox on the [Louisiana Believes website](http://www.louisianabelieves.com/resources/classroom-support-toolbox/teacher-support-toolbox)? How would you articulate why these resources matter for students and how they can be helpful to her as a teacher?

**V.** **SUPERVISOR APPROVAL** *(Scan this signed cover page and submit via e-mail with your application)*

Principal Name: Principal Phone:

Principal Email: Principal Signature:

Superintendent Name: Superintendent Phone:

Superintendent Email: Superintendent Signature:

**VI. INSTRUCTIONAL TASK**

Read through the descriptions of the four Teacher Leader Advisor groups below. Choose **ONE** group that most interests you. Complete the task for just the **ONE** group that you choose, and submit this completed task via e-mail with the rest of your application.

|  |
| --- |
| **OPTION 1: ELA EAGLE Group** |
| Key Roles and Responsibilities: | Deliverables§: | Best for Teacher Leader Advisors Who… |
| * Ensure that teachers have access to high-quality ongoing formative assessment items and tasks that are aligned to the state standards in ELA
* The ELA work will be balanced between writing items for Guidebook Cold Read Tasks and writing items for new passages
 | Each Teacher Leader Advisor will deliver for one grade level: * Four passage/item sets using new texts (not found in previous bank or in guidebook)
* Five (5) EBSR one (1) PCR items for each Cold Read Task in the Guidebook for that grade level
* In-depth and purposeful feedback on items written for another grade level in your grade band.
 | * Would like to be involved in improving the quality and quantity of items in EAGLE
* Know the ELA standards well
* Enjoy analyzing the important aspects of texts for assessment purposes
* Enjoy the process of creating rigorous standards-aligned assessment items in ELA
* Would like to deepen their understanding of the standards and their ability to write high quality assessment items
* Prefer working independently (rather than giving presentations)
 |
| Key Dates\* ‡:Week of Sept 15 One day, in-Person EAGLE trainingNovember 14 One day, in-person meeting for all Teacher Leader AdvisorsMonthly task submissions (September-April)Monthly feedback/collaboration calls (September-April) |
| **Link to application task:** <http://www.louisianabelieves.com/docs/default-source/louisiana-teacher-leaders/ela-eagle-application-task-instructions.zip?sfvrsn=2> |

§ All materials created by Teacher Leader Advisors will become property of the Louisiana Department of Education

\* All dates subject to change

‡ The in-person meetings are a required part of the role and will require travel. These meetings will never exceed one day so overnight accommodations will not be required. The LDOE will reimburse districts directly for the cost of attaining a substitute teacher when required. Other travel expenses are the responsibility of the Teacher Leader Advisors. Additional information about the first meeting will be provided once the Teacher Leader Advisors are selected.

|  |
| --- |
| **OPTION 2: Math EAGLE Group** |
| Key Roles and Responsibilities: | Deliverables§: | Best for Teacher Leader Advisors Who… |
| * Ensure that teachers have access to high-quality ongoing formative assessment items and tasks that are aligned to the state standards in math.
 | * Six (6) Extended Constructed Response Items aligned to assigned standard(s)
* Six (6) Instructional Task Items aligned to assigned standard(s)
* 24 multiple choice items aligned to assigned standard(s)
* 12 constructed response items aligned to assigned standard(s)
 | * Would like to be involved in improving the quality and quantity of items in EAGLE
* Know the math standards well
* Enjoy the process of creating rigorous standards-aligned assessment items and tasks in math
* Would like to deepen their understanding of the standards and their ability to write high quality assessment items and tasks
* Prefer working independently (rather than giving presentations)
 |
| Key Dates\* ‡:Week of Sept 15 One day, in-Person EAGLE trainingNovember 14 One day, in-person meeting for all Teacher Leader AdvisorsMonthly task submissions (September-April)Monthly feedback/collaboration calls (September-April) |
| **Link to application task:** <http://www.louisianabelieves.com/docs/default-source/louisiana-teacher-leaders/math-eagle-application-task.docx?sfvrsn=2> |

§ All materials created by Teacher Leader Advisors will become property of the Louisiana Department of Education

\* All dates subject to change

‡ The in-person meetings are a required part of the role and will require travel. These meetings will never exceed one day so overnight accommodations will not be required. The LDOE will reimburse districts directly for the cost of attaining a substitute teacher when required. Other travel expenses are the responsibility of the Teacher Leader Advisors. Additional information about the first meeting will be provided once the Teacher Leader Advisors are selected.

|  |
| --- |
| **OPTION3: Instructional Material Review Group (ELA and math)** |
| Key Roles and Responsibilities: | Deliverables§: | Best for Teacher Leader Advisors Who… |
| * Produce instructional material reviews designed to support district decision making and implementation of state standards
* Increase local capacity to identify aligned materials through the support of teacher leaders throughout the state
 | * Reviews of instructional materials and benchmark assessments submitted to the state by content providers (approximately 2-4 reviews per month, working with at least one other reviewer)
 | * Are committed to helping districts and schools make high quality decisions about curricula by arming them with high quality information about those curricula
* Know the new state standards well and have an eye for quality instructional resources
* Want to increase their knowledge of the instructional resources available to teachers and their ability to rate the quality of these resources
* Prefer working independently or in small groups (rather than giving presentations)
 |
| Key Dates\* ‡:September 8-12: Teacher Leader Advisor Introductory WebinarSeptember 15:  Initial AssignmentsOctober 3:  One day in-person meeting; Assignments Due November 14: One day in-person meeting for all Teacher Leader AdvisorsOngoing monthly conference/feedback phone calls |
| **Link to application task:** [Math Task Set](http://www.louisianabelieves.com/docs/default-source/louisiana-teacher-leaders/14-15-tla-imr-math-task.docx?sfvrsn=2) **OR** [ELA Task Set](http://www.louisianabelieves.com/docs/default-source/louisiana-teacher-leaders/14-15-tl-advisor-application-imr-ela.docx?sfvrsn=2) (choose only one!) |

§ All materials created by Teacher Leader Advisors will become property of the Louisiana Department of Education

\* All dates subject to change

‡ The in-person meetings are a required part of the role and will require travel. These meetings will never exceed one day so overnight accommodations will not be required. The LDOE will reimburse districts directly for the cost of attaining a substitute teacher when required. Other travel expenses are the responsibility of the Teacher Leader Advisors. Additional information about the first meeting will be provided once the Teacher Leader Advisors are selected.

|  |
| --- |
| **OPTION 4: Teacher Collaboration Group** |
| Key Roles and Responsibilities: | Deliverables§: | Best for Teacher Leader Advisors Who… |
| * Host collaborative meetings in your region that help teachers reflect on student learning, share best practices and prepare for implementation.
 | Plan and execute four effective collaborative meetings in your region including:* Create meeting agenda and materials
* Lead 4 collaboration meetings
* Post materials and send follow up emails following meetings
 | * Believe in the power of effective teacher collaboration
* Enjoy bringing teachers together to share best practices and prepare for implementation
* Want to improve their skills in facilitating effective teacher collaboration
 |
| Key Dates\* ‡:Week of Sept 29 One day, in person meeting for collaboration leadersOctober 6 Virtual planning/prep call for collaboration meeting #1October 13 Submit collaboration meeting #1 materials for feedbackWeek of Oct 20 Facilitate regional collaboration meeting #1November 14 One day, in-person meeting for all Teacher Leader AdvisorsNovember 24 Virtual planning/prep call for collaboration meeting #2December 1 Submit collaboration meeting #2 materials for feedbackWeek of Dec 8 Facilitate regional collaboration meeting #2January 12 Virtual planning/prep call for collaboration meeting #3January 19 Submit collaboration meeting #3 materials for feedbackWeek of Jan 26 Facilitate regional collaboration meeting #3February 16 Virtual planning/prep call for collaboration meeting #4February 23 Submit collaboration meeting #4 materials for feedbackWeek of March 2 Facilitate regional collaboration meeting #4 |
| **Link to application task:** <http://www.louisianabelieves.com/docs/default-source/louisiana-teacher-leaders/teacher-leader-advisor-collaboration.docx?sfvrsn=2> |

§ All materials created by Teacher Leader Advisors will become property of the Louisiana Department of Education

\* All dates subject to change

‡ The in-person meetings are a required part of the role and will require travel. These meetings will never exceed one day so overnight accommodations will not be required. The LDOE will reimburse districts directly for the cost of attaining a substitute teacher when required. Other travel expenses are the responsibility of the Teacher Leader Advisors. Additional information about the first meeting will be provided once the Teacher Leader Advisors are selected.

**Send one email with all portions of your completed application to** **louisianateacherleaders@la.gov** **by 5:00 PM on Friday, August 15**