



## *Teaching and Learning Cooperative*

# **Guidelines for TLC Facilitators**

### **Writing a TLC Proposal**

- ◆ Include time estimates for each section of your proposal. Remember:
  - 10 TLC points represents approximately 40 hours of professional time
  - 20 TLC points represents approximately 80 hours of professional time
  - More than 50% of the time invested must be outside of the contracted work day/year.
  - Significant emphasis needs to be placed on development and implementation activities to ensure impact on student learning.
- ◆ Consider developing an action plan to accompany your proposal. Action plans help clarify expectations for participants and simplify completion check-off for you, as facilitator.
- ◆ Contact any member of the Professional Development Advisory Board for feedback and assistance, as needed.
- ◆ A proposal **must be approved before work can begin**; there are no retroactive proposals. The review process can take up to three weeks before final approval of a proposal. Your proposal should be submitted for review by the 1<sup>st</sup> of the month, to allow adequate time for the review process.
- ◆ Once your proposal is approved, submit a finalized budget request and list of participants. Appropriate items for a budget request include:
  - Purchase of a professional resource
  - Hourly compensation for facilitator (in place of TLC points)
    - Up to 30 hours for a 10 point proposal
    - Up to 60 hours for a 20 point proposal

### **Implementing a TLC Proposal**

- ◆ Communicating your proposal to prospective participants will be done through a monthly announcement and publication of your proposal on the website. Your role will include the following:
  - Be responsive to prospective participants by making yourself available for questions via email and/or designated phone times.
  - Determine the number of participants your proposal can successfully accommodate, and include that in your communication. Stick to it! Create a waiting list, if necessary.
  - Make your proposal (and action plan) available to prospective participants.
- ◆ Make sure you have a facility lined up and reserved for your TLC meetings. Facilities to consider include:

- Your own site – Work with your site secretary to schedule, complete and submit a Facilities Use Request form.
- Other school sites – Contact the secretary to determine what might be available and when. Submit a Facilities Use Request form.
- PFT – Call Becky at PFT (858-674-2800) to check availability and reserve a space.
- PUSD Staff Development Rooms (Currently housed at OVMS, Rooms 406 & 410) – Call Lynnette Turner in LSS to check availability and make a reservation.
- ◆ When holding your first meeting, include the following agenda items:
  - Provide a copy of your TLC proposal (and action plan) for all participants. Review it together.
  - Set all meeting dates and times.
  - Review TLC requirements. State clearly that to earn points, participants must complete all requirements.
  - Facilitators and participants should maintain a file or portfolio with documentation of their work completed.
- ◆ Be sure participants have a clear understanding of the requirements for earning TLC points. YOU are the person who will determine which participants successfully complete all requirements and earn points.
  - Activity Summaries will not be accepted before the proposed end date of the proposal. Participants must adhere to the designed timeline. Points will not be awarded before the proposed end date.
- ◆ Maintain accurate records of all meetings, including sign-in sheets. If, for any reason, a session needs to be canceled, communicate with all participants as soon as possible, and set a new date.
- ◆ If a participant misses a required session, contact them immediately to let them know they will no longer be eligible for earning TLC points. If there is a way for the participant to “make up” the time that is reasonable for both you and the participant, you may agree on a make-up plan.
- ◆ Special Note: If you find that you are unable to facilitate your TLC proposal, and are unable to secure another facilitator, you may terminate the TLC **if work has not yet begun**. If you want to pursue the TLC proposal at a later date, it must be resubmitted to the Professional Development Advisory Board.

### **Concluding a TLC Proposal**

- ◆ Collect required evidence from all participants and review for completion. Create a list of participants who have completed all requirements. Please use the Excel spreadsheet provided with your Facilitator Packet for your list of participants.
- ◆ Submit a summary to your Professional Development Advisory Board representative, including the names of participants who have earned points. Copies of several participant reflections and/or evidence of classroom implementation are appreciated, but not required. Be sure to include your own reflections, as well.

- ◆ Once your summary has been received, the Advisory Board will generate TLC Certificates for appropriate participants and will return them to you for a signature and distribution.
- ◆ Return all materials to participants with certificates. Include a note to remind them that their points are logged automatically with Personnel and the certificate is for their records only- no need to turn this in to Personnel.
- ◆ If any participants have not completed all requirements, contact them to let them know they will not be receiving points. Be sure to explain what was missing.
- ◆ All work must be completed and verified no later than October 1<sup>st</sup> .