



Teaching and Learning Cooperative

Guidelines for TLC Facilitators

There are three types of facilitators:

1. Facilitators who write a proposal using the regular TLC proposal form, run the TLC, and want to take the TLC and receive points. These facilitators are participating in the TLC and will be doing all of the work along with the other participants. These facilitators will receive points.
2. Facilitators who do not wish to take the TLC for points. They may be writing and leading the TLC proposal or leading a TLC they have not written, and in either case have opted to take teacher hourly in lieu of points.
3. Facilitators who wish to receive points or receive hourly (not both), but also wish to earn an additional 10 points through writing a TLC Facilitator of Adult Learners proposal. This proposal, which is in addition to the regular TLC proposal, is an additional and completely different proposal; it is for teachers who want to increase their knowledge and application in the area of facilitation. The critical piece to understanding how the Facilitator TLC proposal is different than a TLC proposal is this: in the Acquisition part of the Facilitator TLC, you will need to show what new learning and skills you have obtained that make you more skilled in working with adult learners and how/where you acquired them; a new book read, a new course taken, etc. The TLC you are leading becomes your “classroom”, and you need to show how your new learning as a leader of adult learners has impacted the people in your TLC.

ALL 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.
- Work may not start until approval is received
- Write a TLC proposal that provides **ALL** information indicated on the forms.
- Facilitators who offer an “Option A” for 10 points and an “Option B” for 20 points proposal must facilitate *both* options.
- The completed TLC proposal must then be submitted **electronically** via e-mail attachment to Lynnette Turner, Learning Support Services (<mailto:ltturner@powayusd.com>). She will date stamp the TLC and forward to your Professional Development Advisory Board (PDAB) representative. Your representative will read the TLC proposal carefully. If no modification is indicated, the documents will be sent to the co-chairs for approval. If modifications are needed, suggestions will be made and the proposals returned to the writer for editing.

- TLC Proposals will be reviewed by the Co-chairs at regularly scheduled PDAB Co-chair meetings. After this review, proposals will either be returned to the writer with recommendations for revisions, or will be sent to the PDAB for final approval. Once approval has been given, the originator will be contacted and work may begin on the TLC activities.
- Facilitation limitation: Teachers who are active in a classroom are limited to facilitating up to 20 points per six-month period, for a maximum total of 40 points per year. Facilitators may petition the Professional Development Advisory Board if they would like to facilitate more than 40 points in one year.
- TLC Proposals will be reviewed by the PDAB at regularly scheduled meetings (August through June).
- TLC Proposals for summer work must be received by Lynnette Turner no later than May 1st.
- Follow completion steps for TLC work – listed on form
- If funding is required for participant materials or if you have chosen hourly compensation as a facilitator (in place of points), please submit a Budget Request form with your proposal.
- A TLC 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 1st of the month, to allow adequate time for the review process.
- Contact your grade-level representative on the Professional Development Advisory Board for feedback and assistance, as needed.

Implementing a TLC Proposal

- Communicating your proposal to prospective participants will be done through a monthly email announcement and publication of your proposal on the Staff Development website. You are encouraged to send out an email and/or flyer, as well.
- Prospective participants can register online at <https://staffdev.powayusd.com> or you, as facilitator, have access to the system and can enroll them. See Facilitator Online TLC Management Instructions for details on how to use the online system.
- 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 available to prospective participants. Participants must know, before starting the TLC, what you will be requiring as evidence of completion. **A space for verifying that all requirements have been read and understood is provided on the TLC form.**
- 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 site’s 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, and receive a copy of the room use rules.
- PUSD Staff Development Rooms (Currently housed at Del Norte HS, Rooms L115 & L117) – 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 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. Make sure you are very clear about what you will need to see as evidence of completion from the outset of your TLC.
 - Have participants sign the verification located on the TLC proposal to maintain with their portfolio.
 - Facilitators and participants should maintain a file or portfolio with documentation of their completed work.
- 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.
 - TLC 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 implementation 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.
- Notification of anyone dropping the TLC must be sent to Lynnette Turner, Learning Support Services, as soon as the facilitator knows this information.
- The facilitator is responsible for gathering materials from drop outs (if they have been purchased with TLC funds) and returning them to your PDAB representative.

Concluding a TLC Proposal

- Collect required evidence from all participants and review for completion.
- Complete and submit a Facilitator Summary form to your Professional Development Advisory Board representative. All participants who have completed the requirements must be listed on the TLC Summary form, including you (if you are receiving points as a participant). 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.
- If you are claiming hourly in lieu of points, time sheet must be turned in to PDAB representative.
- Complete the Online Facilitator survey.
- Once your documentation has been received and reviewed, 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 paperwork must be returned to your PDAB representative, including your timesheet for facilitator hourly if taken in lieu of points, **within three (3) weeks of the TLC completion date.**
- All work must be completed and verified no later than October 1st.

REMEMBER:

Documents, all of which are online, required by PDAB Representative within 3 weeks of Completion of TLC:

- Facilitator Summary
- Time sheet (If you are claiming hourly in lieu of points)
- Online Facilitator survey completed