

Professional Development Special Projects for 2009-2010

Special Project TIMELINE 2009-2010

Friday, November 13, 2009	All applications due in the TLC office
Early December	TLC Preview Committee reads applications and provides feedback to applicants
Wednesday, Dec. 16, 2009	TLC Policy Board decides awards
Friday, Dec. 18, 2009	Awards are announced to the WI staff
Friday, May 21, 2010	All project activities must be completed
Friday, June 4, 2010	Final reports on activities and expenditures are due

Professional Development projects offer opportunities for teachers and other affiliated staff to explore areas of high interest which are clearly beyond the normal expectations of their jobs and responsibilities.

Through this program, the West Irondequoit Teaching Learning Center will support projects with a **professional development focus**, intended for adults to

- ◆ enhance teaching and improve student learning
- ◆ extend work on NYS Learning Standards and district initiatives
- ◆ create collaborative opportunities among peers

Approximately **\$7,000** is available for Special Project awards. Typically 8 to 12 project have received full or partial funding each year. There are two main categories awarded:

A. Standard Projects:

Individual teachers or small groups of teachers work together to engage in professional development. They may develop innovative units or major instructional lessons, or enhance existing teaching materials. Generally these projects extend work on NYS Learning Standards or WICSD initiatives.

The budget may be used to hire speakers, receive training, purchase materials and teaching supplies directly related to the project objectives, and/or to compensate for teacher time* (release time must be approved by the building principal) outside of school which is essential to the development of the project. Refreshments and student supplies cannot be included as part of the project.

**All applications must be in the TLC office on or before
FRIDAY, NOVEMBER 13, 2009**

B. Technology Projects:

Individual teachers or small groups of teachers engage in professional development around instructional technology to create innovative learning opportunities, directly integrating the use of technology into classroom lessons or units of instruction.

Budget items may include technology training for teachers, materials and supplies directly related to the objectives of the project, and teacher time* outside of school to develop the unit. *All software purchases must be pre-approved by the Director of Technology.*

Project Nuts & Bolts:

APPLICATION PROCESS:

Design a unique professional development project by yourself or with a small group of your colleagues. Complete an application form, either typed or word processed, and submit an original to the TLC Office no later than **Friday, November 13, 2009**. Only one individual project application may be submitted; however, an individual may also be part of one or more group proposals. Applications are available on the WICSD website.

The TLC Policy Board will score all applications according to the published rubric. A notification letter will be sent to all applicants after the scoring, detailing the status of their application.

THE APPLICATION TEMPLATE IS ONLINE:

<http://www.westirondequoit.org/district/TLC/index.htm>

CRITERIA FOR JUDGING:

Project awards will be rated on the criteria demonstrated by the rubric which is found in this packet or on the TLC website. **Be sure to read the rubric carefully and conduct a self-assessment of your application.** In order to have the greatest impact on our staff and students, final awarding of projects will be based on the impact of each, the total funds available, and the variety of grade levels and subject areas represented in the project pool.

GUIDELINES FOR BUDGET:

The budget should be specific as to how the money will be used in the project. Typical budget items might include teacher time* outside the school day used for project development, consultant fees, and presenter stipends. Release time work requiring substitutes is allowed only by approval of the principal. Materials in direct support of the professional development objectives, but not general student supplies, will be considered for funding. The TLC Special Projects **cannot** pay for refreshments or equipment.

* Teacher time will be paid at the summer curriculum rate per day or pro-rated for shorter time periods at \$32 per hour. Substitute salary for release time is paid at the current district rate (please call the TLC for up-to-date information). **Release time must be pre-approved by building principals.**

Materials will be purchased through the Teaching Learning Center Office.

Programs offered by the West Irondequoit Teaching Learning Center are made possible through a grant from New York State.