**Remote Instructional Professional Learning Opportunity Application**

**2021-2022**

Submit **typed application** **electronically** by the **extended deadline of October 22nd, 2021** to:

[dsalisbury@boces.com](mailto:dsalisbury@boces.com)

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School District/Institute Building \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position and Grade Level \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title of Course/Conference/Early Education Program\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date/s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Coaches for SUNY Potsdam Pre-service Educators: highlight Yes No

Remote Instructional Professional Learning Opportunities will provide educators of the Jefferson-Lewis Consortium with the funding to further their professional learning.

The areas that are funded for the 2021-2022 year are:

1. Professional learning and/or support for enhancing educators’ strategies and skills in meeting the needs of diverse learners: those who learn differently from the majority and/or are racially, ethnically, culturally, economically or linguistically diverse.
2. Professional learning and/or support aligned with teacher growth, leadership and/or improvement needs as informed by a professional performance review, personal assessment, goal or “other”.
3. Collaboration with Institutions of Higher Education to build, support and enhance teacher pre-service and in-service experience.
   * Eligible for $300 or at a rate of $30 per hour up to $300
   * Funding is competitive and only complete proposals will be sent on for committee review

|  |  |
| --- | --- |
| Title and Need for Participation in this Learning Opportunity (articulate need) |  |
| Highlight one area and explain how your Course/Conference/Early Education Program is aligned with this area   1. Professional learning and/or support for enhancing educators’ strategies and skills in meeting the needs of diverse learners: those who learn differently from the majority and/or are racially, ethnically, culturally, economically or linguistically diverse. 2. Professional learning and/or support aligned with teacher growth, leadership and/or improvement needs as informed by a professional performance review, personal assessment, goal or “other”. 3. Collaboration with Institutions of Higher Education to build, support and enhance teacher pre-service and in-service experience. |  |
| Impact on Teaching Practices (Identify impact on teaching practice) |  |
| Impacts on Student Learning and Performance (Identify impacts on student learning and  performance) |  |
| Sharing with Peers (Identify the peers you plan to share the learning opportunity information with and the approximate number of peers; i.e. faculty/grade level/team/parent meetings, JLTC Policy Board meeting, other. |  |

**Complete budget outline and secure signatures from your superintendent, principal, and district/institute business manager.**

Attach a copy of the published course/conference literature including registration fees and dates. **THIS IS REQUIRED!**

\*\*ESTIMATED EXPENSES

A. Registration Fees \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

B. Reimbursement for Substitute or $30 per hour for CTLE/PD hours \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

C. Total Expense \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

D. Amount District will cover \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E. Amount requested from Teacher Center \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**$300 is the maximum amount the Teacher Center will reimburse district or institute. Any additional expense will be the responsibility of the attendee, district or institute.**

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Applicant Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Superintendent Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

District/Institute Business Manager Date

**The applicant should also follow their district procedures/policies regarding course/conference approval and reimbursements. The district should make course/conference arrangements and seek reimbursement from the Teacher Center.**

**The applicant is responsible for:**

* Contact email for business personnel \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Submit proof of course completion
* Submit certificate if certification is attained
* Send several pictures depicting what you learned
* Submit completed log sheets
* Complete JLTC 2021-2022 Professional Learning Communities: Alternative Instructional Options and Remote Instructional Learning Opportunities Questionnaire

**Documentation for reimbursement from your district/institute’s business office must include:**

* Invoice to the Jefferson-Lewis Teacher Center
* Proof of expenditures (copies of paid invoices and checks issued)