

Louisiana Believes

2019-2020 Mentor Teacher and Content Leader Nomination Process

Overview

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Purpose of Webinar

This webinar is intended to inform school and school system leaders on the nomination process for the state-provided Mentor Teacher, Content Leader, and Intervention Content Leader trainings in 2019-2020.

Training Overview

- In 2019-2020, the Louisiana Department of Education will provide training to Mentor Teachers, Content Leaders, and Intervention Content Leaders.
 - Each program will consist of nine (9) days of high-quality, face-to-face training in locations across Louisiana.
- In 2020-2021, these trainings will continue to be available through state-approved vendors.

The background is a watercolor-style illustration in various shades of blue, ranging from light sky blue to deep navy blue. The colors are blended together in an organic, painterly fashion. In the center of the image is a large, irregular white shape that resembles a splash or a cloud, creating a high-contrast area for the text.

Nomination Template Overview

Nomination Template Overview

- **School systems will submit nominations to all three training programs in one document**, which is now available for download from both the [Mentor Teacher](#) and [Content Leader](#) Libraries on the Louisiana Believes website.
 - The document must be completed by each LEA and submitted via secure FTP.
- The nomination template includes the following information:
 - Overview of the roles
 - Directions for nomination and submission
 - LEA allocations for mentor teacher training seats
 - Training dates
 - Individual nomination templates for each training
 - List of LEA assurances

Overview Tab

The **Overview** tab contains information on the history, training, responsibilities, and rationale for each role.

This tab may be helpful in clarifying the roles and responsibilities for which each training is preparing its participants.

| A | B |
|---|---|
| | Mentor Teacher Training |
| 1 | <p>In 2016, Louisiana adopted new expectations for teacher preparation through the Believe and Prepare program. All teacher preparation programs in Louisiana now include a yearlong classroom residency coupled with a competency-based curriculum. As residencies grow statewide, undergraduate and post-baccalaureate candidates need skilled mentors to support their growth. To build this cadre of high-quality mentor teachers across the state, LDOE began offering statewide mentor training in fall 2017.</p> |
| 2 | <p>In October 2018, BESE passed policies to create an ancillary Mentor Teacher certification. To earn the certificate, a teacher must complete both a state-approved training program and the Louisiana Mentor Teacher Assessment Series, which includes specially designed licensure assessments based on practical tasks aligned to the day-to-day activities of teacher support and school leadership.</p> |
| 3 | <p>Mentor Teacher training is designed to prepare experienced teachers to mentor and support undergraduate residents, post-baccalaureate candidates, and veteran teachers by strengthening and updating their content knowledge and pedagogical skills. Nine days of training will equip these teachers with a deep understanding of their content area(s) and a coaching cycle designed to build teachers' instructional skills. The training also focuses on building strong relationships.</p> |
| 4 | |
| 5 | Content Leader Training |
| 6 | <p>Louisiana adopted new standards and aligned assessments for students. Over the past five years, many school systems have transitioned to using a high-quality curriculum aligned to those standards. However, few teachers report having access to ongoing training that helps them use their curriculum effectively. Content Leaders can help districts and schools provide content-rich and curriculum-specific PD and support for teachers while also creating a leadership pipeline for top talent. LDOE began offering statewide training in fall 2017.</p> |
| 7 | <p>In October 2018, BESE passed policies to create an ancillary Content Leader certification. To earn the certificate, a teacher must complete both a state-approved training program and the Louisiana Content Leader Assessment Series, which includes specially designed licensure assessments based on practical tasks aligned to the day-to-day activities of professional development delivery and school leadership.</p> |
| 8 | <p>Content Leader training is designed to prepare experienced teachers to lead school- or system-wide professional development sessions for adult learners by strengthening their knowledge of content and pedagogy and deepening their understanding of adult learning theory. Nine days of training will equip Content Leaders with deep knowledge of ELA or math content and content pedagogy, the knowledge and skills they need to effectively use and help others use Tier 1 curriculum, and best practices for facilitating high-quality learning experiences for fellow educators. In addition, Content Leaders will gain free access to and training on 36 hours of turn-key ELA (grades 3-10) or math (grades K-9) content modules to use to train fellow educators. School systems can use this training to increase their capacity to effectively implement high-quality curricula and to increase access to curriculum leadership and training delivery roles.</p> |
| | <div>OverviewDirectionsMentor Training AllocationMentor Teacher Training Dates...</div> |

Directions Tab

The *Directions* tab contains detailed instructions on how to complete and submit the nomination template, along with specific guidelines for nominations to each training program.

The screenshot displays a web application interface with a tabbed navigation system at the bottom. The 'Directions' tab is currently selected and highlighted in green. The main content area is divided into three sections: a blue header for FTP instructions, a green header for Mentor Teacher Training Nominations, and a purple header for Content Leader Nominations. The FTP instructions list five steps for submitting nomination data. The Mentor Teacher Training section provides detailed guidelines on allocating training spots, including a link to the 'Mentor Training Allocation' tab. The Content Leader Nominations section is partially visible at the bottom.

| A | B |
|--|---|
| Instructions to ensure LDOE staff receive the information securely via FTP | |
| <ol style="list-style-type: none">1. Complete the attached template with all of the requested data.2. Save your file with the following title "LEACode_LEAName_Mentor and Content Leader Nominations_2019-20".3. Securely share the file with the FTP Coordinator from your LEA4. Ask the FTP Coordinator to upload the file to the FTP.5. Send an email to believeandprepare@la.gov to let LDOE staff know the file is uploaded. | |
| Mentor Teacher Training Nominations | |
| <p>LEAs have been allocated a specific number of spots for Mentor Teacher training. The number of training spots that each LEA has been allocated is in the Mentor Training Allocations tab of this document.</p> <p>The LEA should complete the information for each teacher that they would like to attend training on the Mentor Training Nomination tab. In addition, LEAs must complete the Assurances tab.</p> <p>As outlined in Louisiana's School Systems Planning Guide, <u>each CIR school will send at least one person to mentor teacher training</u> to support new and resident teachers. Accordingly, one seat has been allocated to districts for each CIR school under their management. Seats for CIR charter schools are included in the "Charters statewide" allocation.</p> <p>There is a chance that additional spaces will be available for mentor training. <u>LEAs can nominate more teachers for training than training spots they have been allocated.</u> LEAs should list nominees in ranking order. The first teacher on the list is the highest priority to attend training.</p> <p>LEAs should collaborate with preparation provider partners to determine who should have an opportunity to attend this training, with strong consideration being given to those teachers who are currently hosting residents.</p> <p>To build a cadre of trained mentors, <u>teachers can be nominated to attend training even if they are not currently hosting a resident.</u> More detailed guidance for effective nominations will be available in a separate Nomination Guidance document for download from Louisiana Believes Mentor Teacher and Content Leader libraries.</p> | |
| Content Leader Nominations | |

Navigation tabs: Overview | **Directions** | Mentor Training Allocation | Mentor Teacher Training Dates | ... | [Search]

Highlights from *Directions* Tab

Mentor Teacher Training:

- **LEAs have been allocated a specific number of spots for Mentor Teacher training.**
 - However, LEAs may nominate more teachers to training than they have allocated seats.
- **Nominations must be listed in ranking order.** (First choice to attend training is listed first.)
- CIR schools each have one reserved seat in a Mentor Teacher cohort.

Content Leader Training:

- **LEAs are not allocated a set number of Content Leader seats.** However, they are encouraged to follow suggested guidelines (based on district/school size).
- **Nominations must be listed in ranking order.**
- CIR schools each have one reserved seat in ELA and math CL trainings.

Intervention Content Leader Training:

- UIR Academics schools each have two seats reserved for this training - one teacher and one administrator.

The *Mentor Teacher Allocations* tab lists district seats for the Mentor Teacher training.

* These numbers are based on LEA size and the number of CIR schools. Charter seats were distributed according to the same formula.

* Additional nominees beyond the original allotment will be considered if seats remain when all LEAs have submitted nominations.

Mentor Teacher Allocations Tab

| A | B | C |
|---|----|----------------------------|
| Mentor Teacher Allocated Training Spots | | |
| District Name | | |
| Acadia Parish | 10 | |
| Allen Parish | 20 | |
| Ascension Parish | 20 | |
| Assumption Parish | 10 | |
| Avoyelles Parish | 15 | |
| Beauregard Parish | 10 | |
| Bienville Parish | 10 | |
| Bossier Parish | 20 | |
| Caddo Parish | 40 | |
| Calcasieu Parish | 35 | |
| Caldwell Parish | 10 | |
| Cameron Parish | 10 | |
| Catahoula Parish | 10 | |
| Central Community School District | 5 | |
| City of Baker School District | 10 | |
| City of Bogalusa School District | 10 | |
| City of Monroe School District | 15 | |
| Claiborne Parish | 10 | |
| Concordia Parish | 15 | |
| Directions | | Mentor Training Allocation |

Mentor Teacher Training Dates

The *Mentor Teacher* and *Content Leader Training Dates* tabs provide detailed information on 2019-2020 training dates by cohort.

Important notes regarding training dates:

- These dates and locations are subject to change based on the final distribution of nominees.
- **All Mentor Teacher cohorts will conduct Day 3 of training at Teacher Leader Summit.**
 - Mentor Teachers will have an option to attend training on either the 24th or 25th.
 - We will provide a makeup session in northern Louisiana for those who cannot attend the Summit.
- In May, Department staff will assign 2019-2020 Mentor Teacher training participants to their cohorts.
 - Cohort assignments will be made according to location and seat availability.
 - During the nomination process, we are unable to guarantee that participants will be assigned to a specific cohort or location.

LEAs will list their nominees for each training in the *Nomination* tabs.

- * Completed forms should include all requested information for each nominee.

* Each training has its own nomination tab.

- * Remember to list nominees in ranked order from top to bottom.

[illegible]

Before submission, LEAs must affirm the statements on the *Assurances* tab.

The statements are evidence that nominees and districts understand the professional and financial responsibilities associated with these trainings.

Assurances Tab

| | Put an X in this column to indicate this statement is true for your LEA |
|---|---|
| 1. The LEA has notified every Content Leader and Mentor Teacher nominee that they have been nominated for this role | |
| 2. The LEA has confirmation that every Content Leader and Mentor Teacher nominee agrees to attend all nine days of in-person training | |
| 3. The LEA has confirmation that every Content Leader and Mentor Teacher agrees to completing the work necessary to earn distinction | |
| 4. The LEA has notified the direct supervisor of each Content Leader and Mentor Teacher nominee and each supervisor has agreed to allowing the educator to participate in the training including attending all 9 days of training | |
| 5. The LEA has shared the purpose of the training with Content Leaders' and Mentor Teachers' supervisors; the LEA will encourage all applicable supervisors to participate in an overview webinar or meeting to ensure they understand the key components of the training and are prepared to support teachers attending the training | |
| 6. [Math and ELA Content Leaders ONLY] The LEA and direct supervisor will support the Content Leader in redelivering the 36 hours of turnkey sessions to other educators in their school/LEA | |
| 7. [Math and ELA Content Leaders ONLY] The LEA agrees to pay \$3,500 per Content Leader for the training plus travel costs (due 15 September 2019) | |

Before submission, LEAs must affirm the statements on the *Assurances* tab.

* Statement 4 outlines the attendance policy for all training.

- For the 2019-2020 training, participants will be allowed to miss no more than one training day in order to remain eligible for ancillary certification.

Assurances Tab

| | Put an X in this column to indicate this statement is true for your LEA |
|---|---|
| 1. The LEA has notified every Content Leader and Mentor Teacher nominee that they have been nominated for this role | |
| 2. The LEA has confirmation that every Content Leader and Mentor Teacher nominee agrees to attend all nine days of in-person training | |
| 3. The LEA has confirmation that every Content Leader and Mentor Teacher agrees to completing the work necessary to earn distinction | |
| 4. The LEA has notified the direct supervisor of each Content Leader and Mentor Teacher nominee and each supervisor has agreed to allowing the educator to participate in the training including attending all 9 days of training | |
| 5. The LEA has shared the purpose of the training with Content Leaders' and Mentor Teachers' supervisors; the LEA will encourage all applicable supervisors to participate in an overview webinar or meeting to ensure they understand the key components of the training and are prepared to support teachers attending the training | |
| 6. [Math and ELA Content Leaders ONLY] The LEA and direct supervisor will support the Content Leader in redelivering the 36 hours of turnkey sessions to other educators in their school/LEA | |
| 7. [Math and ELA Content Leaders ONLY] The LEA agrees to pay \$3,500 per Content Leader for the training plus travel costs (due 15 September 2019) | |

Before submission, LEAs must affirm the statements on the *Assurances* tab.

*** Statement 7 outlines district costs for Content Leader training.**

- School systems will pay \$3500 for each participant in Content Leader training.

Assurances Tab

| | Put an X in this column to indicate this statement is true for your LEA |
|---|---|
| 1. The LEA has notified every Content Leader and Mentor Teacher nominee that they have been nominated for this role | |
| 2. The LEA has confirmation that every Content Leader and Mentor Teacher nominee agrees to attend all nine days of in-person training | |
| 3. The LEA has confirmation that every Content Leader and Mentor Teacher agrees to completing the work necessary to earn distinction | |
| 4. The LEA has notified the direct supervisor of each Content Leader and Mentor Teacher nominee and each supervisor has agreed to allowing the educator to participate in the training including attending all 9 days of training | |
| 5. The LEA has shared the purpose of the training with Content Leaders' and Mentor Teachers' supervisors; the LEA will encourage all applicable supervisors to participate in an overview webinar or meeting to ensure they understand the key components of the training and are prepared to support teachers attending the training | |
| 6. [Math and ELA Content Leaders ONLY] The LEA and direct supervisor will support the Content Leader in redelivering the 36 hours of turnkey sessions to other educators in their school/LEA | |
| 7. [Math and ELA Content Leaders ONLY] The LEA agrees to pay \$3,500 per Content Leader for the training plus travel costs (due 15 September 2019) | |



Nomination Process Timeline

Timeline for Nominations and Training

| | |
|-------------------|--|
| March 11 | Nomination window opens. Template available for download from Mentor Teacher and Content Leader libraries |
| March 15 | Webinar on Mentor Teacher/Content Leader nomination process |
| April 18 | Nomination window closes. LEAs must upload templates to secure FTP by 5 pm. |
| May | LEAs and 2019-2020 training participants are notified of acceptance |
| Early June | 2019-2020 training begins |

The background is a watercolor-style illustration. It features a central, irregular white shape that resembles a map of a continent or a large island. This white shape is surrounded by various shades of blue, ranging from light sky blue to deep navy blue, creating a layered, painterly effect. The overall composition is centered and balanced.

Nomination Guidance

Overview of Mentor Teacher Training

Mentor teachers are trained to provide one-on-one support to residents, post-baccalaureate candidates, and experienced teachers by using an ongoing mentoring cycle to improve teacher practice.

The training is designed to improve participants' understanding of high-quality instruction of prioritized academic content in order for them to support others' instruction of that content



Nomination Guidance - Mentor Teachers

Suggested criteria for Mentor Teacher selection include:

- evidence of having made consistent, positive impacts on student learning, or the potential to do so
- knowledge of curricular tools and resources
- an ability to communicate effective teaching techniques by generalizing beyond one's own classroom experience
- the ability or potential to teach and lead adults, and an interest in helping colleagues grow
- strong communication skills
- ability to manage time and plan effectively
- a commitment to constant learning and improvement
- ability to attend Mentor Teacher trainings throughout the year and complete any additional work associated with those trainings or the distinction award process

This information is also available in the [Nomination Guidance document](#) in the Mentor Teacher and Content Leader Libraries

Overview of Content Leader Training

Content leaders are trained to deliver high-quality professional development to groups of adult learners. The CL modules convey a deep understanding of ELA or math standards, as well as techniques for effective implementation of a Tier one curriculum.

Content Leader training reinforces participants' knowledge of content and content pedagogy and models effective module delivery to diverse groups of adult learners.



Nomination Guidance - Content Leaders

Suggested criteria for ELA and Math Content Leader selection include:

- evidence of having made consistent, positive impacts on student learning, or the potential to do so
- strong content knowledge in ELA (3-10) or math (K-9)
- desire to lead professional development for ELA (3-10) or math (K-9) teachers using free, turnkey modules grounded in the Tier One curricula
- strong communication skills and a natural ability to build strong relationships with colleagues
- commitment to continuous learning and improvement
- ability to attend Content Leader trainings throughout the year and complete any additional work associated with those trainings or the distinction award process

This information is also available in the [Nomination Guidance document](#) in the Mentor Teacher and Content Leader Libraries

Overview of Intervention Content Leader Training

Intervention Content Leaders are trained to support fellow teachers in their school and district in the implementation of high-quality, research- supported intervention strategies. This training will be similar to the ELA and Math Content Leader training, as it will improve participants' understanding of high-quality instruction of prioritized academic content in order for them to support others' instruction of that content.

Each UIR school is expected to send both an administrator and a teacher to this training in 2019-2020.

Nomination Guidance - Intervention Content Leaders

Suggested criteria for Intervention Content Leader selection include:

- strong content knowledge and the pedagogical skills needed to deeply understand and implement intervention strategies in ELA and math at the classroom level.
- positive impact on student learning, as reflected in their value added measure (VAM) or transitional student growth data (TSGD) (Effective: Proficient or Highly Effective)
- an ability to build strong relationships with colleagues
- strong communication skills
- commitment to continuous learning and improvement
- ability to attend Content Leader trainings throughout the year and complete any additional work associated with those trainings or the distinction award process

More detailed information is available in the [Nomination Guidance document](#) in the Mentor Teacher and Content Leader Libraries

Next Steps for LEAs

- Establish a system for selecting nominees to the 2019-2020 Mentor Teacher, Content Leader, and Intervention Content Leader trainings.
- Download the nomination template from the [Mentor Teacher](#) or [Content Leader](#) Libraries on Louisiana Believes.
- Review the overview, Mentor Teacher allocations, training dates, and instruction tabs in nomination template.
- Review [Nomination Guidance](#) document, also available in the [Mentor Teacher](#) or [Content Leader](#) Libraries.
- Complete all required information for each nominee in prioritized order (top to bottom) in nomination tabs.
- **Submit completed nomination template via secure FTP by 5 p.m. on April 18, 2019.**

The background of the slide is an abstract watercolor-style illustration in various shades of blue. The colors are blended and layered, creating a soft, painterly effect. The darker blues are concentrated towards the edges, while the lighter, almost white blues form the central area where the text is located.

Questions

Contact Information

If you have additional questions about the trainings or nomination process, please email us at BelieveAndPrepare@la.gov.