



hiddensparks

2016 Application for INTERNAL COACH PROGRAM (ICP) NEW SCHOOLS

EARLY BIRD APPLICATION DEADLINE FRIDAY, DECEMBER 18, 2015

FINAL APPLICATION DEADLINE, MONDAY JANUARY 4, 2016

Internal Coach Program Overview

Designed to support a school's long term ability to address the needs of struggling learners, the ICP program provides training in understanding and teaching to diverse learning styles, behavior management, facilitation skills, and mentoring to selected faculty members to be resident HIDDEN SPARKS "Internal Coaches." coaches. Internal Coaches develop the expertise to become school-based resources on diverse learners. They receive training to facilitate monthly class-level meetings, and workshops on diverse learning styles. Internal Coaches provide coaching to classroom teachers to help identify specific learning strategies for students struggling in school.

Schools will select faculty members who they believe have the temperament and skills to become "Internal Coaches", and who are able to devote approximately 1-2 hours per week to coaching. HIDDEN SPARKS encourages schools to plan for an Internal Coach for each division in their school and will support applications for multiple candidates.

Internal Coaches will be trained in the HIDDEN SPARKS curriculum which combines a neurodevelopmental approach to learning (understanding how attention, memory, language, sequencing, spatial ordering, knowledge of social skills and neuro-motor abilities function in learning) temperament, behavior and ecology, for a deeper understanding of children's learning and behavior. The second aspect of their training focuses on their Hidden Sparks role as coach - mentoring adult learners, conducting classroom observations, providing constructive feedback, and facilitating group discussion.

Below are the responsibilities of Internal Coaches (Leadership Track information follows). The school agrees to make the necessary arrangements (e.g. coverage for coaches, arranging meetings) to allow coaches to fulfill these responsibilities.

Internal Coach Responsibilities within school (beginning Fall 2016):

1-2 hours per week devoted to Hidden Sparks work to include:

1. 1-2 student observation each week depending on the experience level of coach.
2. Debriefing with classroom teacher of observed student.
3. Facilitating monthly meeting with all teachers with whom coach works. The monthly 'Hidden Sparks' meeting provides the opportunity for General and Judaic Studies teachers to meet together.

Internal Coach Responsibilities outside school:

1. Attendance at 3 Regional Group meetings (fall 2016, winter 2017, spring 2017), 2 hours long, held at a host school
2. Attendance at full day Coach Retreat held in New York.

helping children reach their potential



School's Responsibilities for their Internal Coaching Program

1. Release Internal Coaches for the initial 6-day training, shadowing, regional meetings, monthly mentoring, and annual retreat.
2. Assign pairs of General and Judaic Studies (who work with the same students) to work with the Internal Coach. New Internal Coaches typically work with 2-4 teachers.
3. Arrange for the teachers whom the Internal Coach works with to meet once per month for grade level "Hidden Sparks meetings." Both the General Studies and Judaic Studies teachers must be in attendance together.
4. Provide 1 – 2 hours per week in the Internal Coach's schedule for conducting classroom observations of students and one-to-one peer coaching.
5. Provide meeting time and coverage for one-to-one peer coaching.

Hidden Sparks' Support for New Internal Coaches (1st year coaching):

1. Half a day of one-on-one mentoring per month in their schools (Starting in the fall of 2016-17).
2. 3 Regional Group Meetings -facilitated small group practicums which focus on the key coaching skills of observations, debriefing, and workshop facilitation (held in the fall, winter, and spring).
3. An annual retreat for all coaching staff.

Cost:

The tuition for the Internal Coach Program is \$400 for one participant, \$800 for two and a third can participate free of charge if the application is received by December 18th.

After December 18, 2015, the fees increase to \$475 for one participant and \$950 for two and the third can participate free of charge. (Special pricing for groups of four or more. Please call the office for details.)

TIMELINE FOR 2016 ICP APPLICATION/TRAINING PROCESS

Tues. Nov 10	Application process opens
Tues. Dec 1 @10:30 am or 4:30 pm	Conference Call Q & A for schools and candidates Registration for 10:30 ICP Informational Session Registration for 4:30 pm ICP Informational Session Or register at hiddensparks.webex.com
Fri. Dec. 18	Early Application Deadline
Mon. Jan. 4	Final Application Deadline



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Tues. Feb 9	ICP Course Day 1 (Learning Lenses)
Wed. Feb 10	ICP Course Day 2 (Learning Lenses)
Wed. Feb 24	ICP Course Day 3 (Learning Lenses)
Thurs. Feb 25	ICP Course Day 4 (Learning Lenses)
Tues. Mar 8	ICP Course Day 5 (Coaching Skills)
Wed. Mar 9	ICP Course Day 6 (Coaching Skills)

Course Days take place from 9:00-4:30 in a mid-town Manhattan location.

April/May 2016

Shadowing

Internal coach spends half a day shadowing an experienced Hidden Sparks Coach at another school

Fall 2016

Coaching Begins

ICP Coaches devote 1-2 hours per week to Hidden Sparks work, to include:

- 1-2 student observation each week depending on the experience level of coach.
- Debriefing with classroom teacher of observed student.
- Monthly meeting with all teachers with whom coach works. The monthly 'Hidden Sparks' meeting provides the opportunity for General and Judaic Studies teachers to meet together.

Mentoring Begins

Internal Coach is assigned a Hidden Sparks mentor who visits coach's school a half-day/month. Note: only coaches who have completed their training and whose schools are supporting their work as coaches, are eligible for mentoring.

Fall 2016/Winter 2017/
Spring 2017

Regional Meetings and Retreat

As part of their training, new coaches attend:

- (3) 2-hour Regional Group Meetings where they have the opportunity to practice their coaching skills in real classrooms.
- The full-day Hidden Sparks Coach Retreat (typically held in January).



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2016 ICP APPLICATION – NEW SCHOOLS PART 1 (SUBMIT ONE FOR YOUR SCHOOL)

Submit by **Wed., January 7, 2015** by email or fax: margaret@hiddensparks.org / Fax: 212 641-3201. Rolling admission for new schools begins on Monday, December 1, 2014.

Please type or print clearly.

1) School Information

School Name (Please use official name): _____

Address: _____

Main phone number: _____ Website: _____

Year school opened: _____ Affiliation: _____

Grades currently served: _____ Grades served at full capacity: _____

School's enrollment capacity: _____ School hours: _____

Current school year? _____ Last year? _____ Previous year? _____

2) What steps would the school take to support the program initiative and direction? _____

3) Contact information for school principal(s):

Name: _____ Title: _____
Mr./Mrs./Ms/Rabbi/Dr. First Name Last Name

Direct phone: _____ Fax: _____ Email: _____

Name: _____ Title: _____
Mr./Mrs./Ms/Rabbi/Dr. First Name Last Name

Direct phone: _____ Fax: _____ Email: _____

4) Contact information for the person who will be in charge of this program (if different from above):

Name: _____ Role in school: _____
Mr./Mrs./Ms/Rabbi/Dr. First Name Last Name

Direct phone: _____ Fax: _____ Email: _____



5) Description of the School’s Services for Special Needs

a) What processes are in place for working with students with special learning needs?

b) Does your school have a resource room? Serving which grades and how many children?

c) Does the school have a psychologist on staff? What is their role?

d) How does your school address behavioral issues?

6) Professional Development in the School

What professional development opportunities does the school currently provide to its faculty?

7) Signature of top administrator endorsing the submission of this application:

Please initial each box:

- Our school agrees to release the ICP candidates for the entire six full days of the ICP training course.
- Our school agrees to release the ICP candidates for a half-day of shadowing this spring.
- Our school agrees to select two teachers who teach the same students to work with the ICP coach we are sending to the Hidden Sparks ICP training course.
- Our school agrees to provide time and/or compensation for the trained ICP coach(es) to conduct Hidden Sparks observations, debriefs and meetings one to two hours per month.
- Our school agrees to provide our ICP coach(es) with 2 - 3.5hrs. per month to work with a Hidden Sparks mentor during the 2016/17 school year.
- Our school agrees to release our ICP coach(es) for three half-day regional meetings in Fall 2016, Winter 2017 and Spring 2017.
- Our school agrees to release our ICP coach(es) for a full day retreat in January 2017.

By signing this, you agree to accept the school’s responsibilities for training Internal Coaches and supporting their work in your school.

Printed Full Name

Title

Signature

Date



8) Attachments – Please provide:

- a) School Mission Statement (if the school has one)
- b) Resumes or descriptions of key staff, including the educator(s)/school psychologist that will be the point person for helping implement this program.
- c) Copy of school's tax exempt status
- d) School's Department of Education BEDS number (New York schools)

9) School Visit and Meetings with Candidate(s) and Principal(s) will be scheduled upon receipt of the application.

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at a mid-town Manhattan location.*



2016 ICP APPLICATION – NEW SCHOOLS

PART 2 - COMPLETE THIS SECTION FOR EACH CANDIDATE

1) Candidate Information

School's candidate for ICP Program: _____

Email: _____ Home Phone: _____ Cell Phone: _____
Mr./Mrs./Ms/Rabbi/Dr. First Name Last Name

Email: _____ Home Phone: _____ Cell Phone: _____

Home Mailing Address _____

Position within school _____

of years in education _____ # of years in this school _____

Capacities served/ grades taught _____

Educational level/degrees: _____

Professional Development experiences: _____

Describe the candidate's supervisory experience? _____

How many hours does the candidate work at your school? _____

Who will the Internal Coach report to? _____

Why was this candidate selected for participation? _____

How do faculty members regard the candidate? _____

4) Candidate's Statement of Purpose (must be completed by Internal Coach candidate)

Why do you want to become trained as an Internal Coach or School Leader? What interests you about Hidden Sparks?



5) Candidate's Signatures

By signing this, candidate acknowledges that he/she understands the responsibilities of the Internal Coach training and the Internal Coach role, and acknowledges that he/she wishes to be considered for the program.

Please initial each statement:

I agree to attend all six days of the ICP training from 9:00 a.m. to 4:30 p.m. I understand that I may have to make special arrangements for child care during the training.

I agree to attend the Spring 2016 shadowing.

I agree to attend three regional group meetings in Fall 2016, Winter 2017 and Spring 2017.

I agree to work with a mentor for 2.5 - 3.5 hours per month during the 2017/18 school year to practice observing students, applying the learning lenses to what I observe, debrief with their teachers and learn how to facilitate collaborative meetings.

I agree to spend 1 - 2 hours per week throughout the school year on Hidden Sparks work with students and teachers.

I agree to make arrangements to attend the ICP retreat.

Printed Full Name

Position

Signature

Date

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