



hiddensparks

2017 Application for INTERNAL COACH PROGRAM (ICP) NEW SCHOOLS

EARLY BIRD APPLICATION DEADLINE 12/23/2016

FINAL APPLICATION DEADLINE 1/11/2017

Internal Coach Program Overview

We are thrilled that you are exploring participation in our program! Designed to support your school's long term ability to address the needs of struggling learners, the ICP program enables you to select members of your team to receive training in understanding and teaching to diverse learners, observation and facilitation skills, so that they can become internal resources for your faculty and school.

Schools identify faculty members who they believe have the temperament and skills to become "Internal Coaches" for their school. We encourage schools to plan for an Internal Coach for each division in their school and support applications for multiple candidates.

In our signature Learning Lenses course, Internal Coaches are 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) along with a deep understanding of temperament, and ecology. The second aspect of their training focuses on their Hidden Sparks role as coach – how to collaborate with fellow educators, conduct classroom observations, discuss student observations, and facilitate group discussion about students.

Training and support are at the core of this program. During the "Internal Coach-in-training" period, we will provide your select faculty member(s) with:

1. The ICP Course: six days of formal training and one half day of shadowing during this school year.
2. Mentoring: half a day of one-on-one mentoring per month in their schools next year (7 total).
3. 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 of next year).
4. Participation in an annual retreat for nationwide Internal Coaches.

Your support is crucial to the success of the program in your school. By supporting your Internal Coach, you are helping strengthen the systems in your school for diverse learners and cultivating teacher support teams. You will be responsible to:

1. Release Internal Coaches-in-training for the 6 days of training, a half-day of shadowing, 3 regional meetings, 7 monthly mentoring sessions, and a full day 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-in-training typically work with 2 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 attend the meeting together.

helping children reach their potential



4. Provide 1 – 2 hours per week in the Internal Coach’s schedule, and appropriate coverage, for conducting classroom observations of students and one-to-one peer coaching. (The Internal Coaches will be mentored in all of these areas during the first year.)

Cost: The tuition costs of the Internal Coach Program are heavily subsidized by grants as follows:

- **Early Bird Rates for applications received by 12/23/2016:** \$400 for one participant, \$800 for two and a third can participate at \$250
- **After 12/23/2016:** the fees increase to \$475 per participant.
- **Special pricing for groups of four or more, please call the office for details.**

TIMELINE FOR 2016 ICP APPLICATION/TRAINING PROCESS

Mon Nov 14	Application process opens
Fri Dec 23	Early Application Deadline
Wed Jan 11	Final Application Deadline
Wed Feb 8	ICP Course Day 1 (Learning Lenses)
Thu Feb 9	ICP Course Day 2 (Learning Lenses)
Tue Feb 14	ICP Course Day 3 (Learning Lenses)
Wed Feb 15	ICP Course Day 4 (Learning Lenses)
March/April	Shadowing: Coach-in-training spends half a day shadowing an experienced Hidden Sparks Coach at another school
Wed May 3	ICP Course Day 5 (Coaching Skills)
Thu May 4	ICP Course Day 6 (Coaching Skills) <i>Course Days take place from 9:00-4:30 in a mid-town Manhattan location.</i>
Fall 2017	Coaching Begins: ICP Coaches-in-training devote 1-2 hours a week to conduct student observations, debrief with the corresponding teacher, and meet monthly with all teachers with whom the coach works as a group. Mentoring Begins: A Hidden Sparks mentor visits the coach-in-training for a half day every month (7 months, total)
Fall 2018/ Winter 2018/ Spring 2018	Regional Meetings and Retreat New coaches attend: <ul style="list-style-type: none"> ▪ (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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2017 ICP APPLICATION – NEW SCHOOLS PART 1 (SUBMIT ONE FOR YOUR SCHOOL)

Submit by **November 11 (early bird)** or **December 23 (regular registration)**:
margaret@hiddensparks.org / Fax: 212 641-3201. Rolling admission for new schools begins on Monday, November, 2016.

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) Contact information for school principal(s):

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

Direct phone: _____ Fax: _____ Email: _____

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

Direct phone: _____ Fax: _____ Email: _____

3) The person who will be in charge of this program:

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

Contact information, if not already listed above:

Direct phone: _____ Fax: _____ Email: _____



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

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

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

c) How would the Hidden Sparks Internal Coach fit into and enhance the services you currently provide your students?

5) Integrating Hidden Sparks into the School

How do you anticipate being able to either compensate or find release time for the ICP coach to spend 1 – 2 hours per week on Hidden Sparks activities for your school?

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

Please initial each statement. If accepted:

___ 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 week.

___ Our school agrees to provide our ICP coach(es) with 2 - 3.5hrs. per month to work with a Hidden Sparks mentor during the 2017/18 school year.

___ Our school agrees to release our ICP coach(es) for three half-day regional meetings in Fall 2017, Winter 2018 and Spring 2018.

___ Our school agrees to release our ICP coach(es) for a full day retreat in January 2018.

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



7) 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)

8) School Visit –As the final step of the application process, Hidden Sparks staff will schedule a school visit to meet with candidate(s) and principal(s). Visits will be scheduled upon receipt of the application.

Course Dates	
Weds. Feb 8	ICP Course Day 1 (Learning Lenses)
Thurs. Feb 19	ICP Course Day 2 (Learning Lenses)
Tues. Feb 14	ICP Course Day 3 (Learning Lenses)
Weds. Feb 15	ICP Course Day 4 (Learning Lenses)
T.B.A. Mar. – Apr.	Half day of shadowing a coach in action
Weds. May 3	ICP Course Day 5 (Coaching Skills)
Thurs. May 4	ICP Course Day 6 (Coaching Skills)



2017 ICP APPLICATION – NEW SCHOOLS

CONGRATULATIONS ON REACHING PART 2! PLEASE COMPLETE THE QUESTIONS IN THIS SECTION THOUGHTFULLY.

PART 2 - COMPLETE THIS SECTION FOR EACH CANDIDATE

1) Candidate Information

School: _____
School Name City, State

School's candidate for ICP Program: _____

Email: _____ Home Phone: _____ Cell Phone: _____

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. If accepted:

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 2017 shadowing.

I agree to attend three regional group meetings in Fall 2017, Winter 2018 and Spring 2018.

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

Course Dates

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