**Hidden Sparks Professional Development Programs**

**2019 School Application**

We are excited to launch the application process for **2019-20 Professional Development**, and are thrilled to offer three opportunities for your faculty this year (timeline and dates follow program information):

1. **To participate in the full Internal Coach Program training**

Eligibility: *All school faculty*

1. **To take  the 4-day Learning Lenses curriculum as a stand-alone course**

Eligibility*: All school faculty in schools that have in the past, or are currently, training two Internal Coaches*

1. **To take the 4-day Learning Lenses curriculum as a stand-alone course and continue on in our Leadership Track**

Eligibility: *All faculty in supervisory positions. We strongly recommend that school leaders have a team of ICP coaches among their faculty.*

***EARLY BIRD APPLICATION DEADLINE: 12/17/2018***

***FINAL APPLICATION DEADLINE: 1/4/2019***

**PROGRAM DESCRIPTIONS**

1. **Full ICP Training**

The Hidden Sparks Internal Coach Program trains your faculty to be peer coaches to help you meet your student’s diverse needs. They become resident experts and resources in understanding and supporting all learners. The designated faculty member(s) will receive training and on-site mentoring that will focus on understanding and teaching to diverse learning styles, strategies for struggling students, and skill development to become peer coaches.

**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 (4 day Learning Lenses course (see full description below) & 2-day Internal Coach training) and one half day of shadowing during this school year.
2. Mentoring: half a day of one-on-one mentoring per month in your school next year (7 sessions 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.

**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.
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.)
5. **Learning Lenses Course**

Faculty that take the 4-day course as a stand-alone will take a deep dive into the core of our curriculum, which encompasses neurodevelopment (including topics such as attention, memory, social skills, language, higher order thinking and sequencing), ecology (the ways in which the child’s home life, classroom culture and community impact their experience) and temperament (their innate personality traits). Faculty learn about a framework for enhancing understanding of their student's strengths and challenges and emerge with a new shared language, less rooted in labeling than in trying to get at the heart of the issue. They also acquire a robust tool-kit of strategies, and a hopeful stance in reaching a range of students, including those who struggle.

1. **Leadership Track**

Faculty in a supervisory position (e.g., Principal, Assistant Principal, Director of Guidance, Director of Resource Room/Special Services, Grade Level Supervisor, etc..) are encouraged to apply to our Leadership Track. In this track, the 4-day Learning Lenses course (see above), is followed by a two-day institute focusing on related leadership skills, such as building observational skills, communication with parents, and overcoming resistance. Starting in the fall of 2019, Leaders will receive 7 half days of onsite mentoring at their schools tailored to their goals for integrating Hidden Sparks skills and philosophy into their daily practice and school culture.

### Cost:

### Thanks to our generous funders, we are able to offer the following subsidized rate for all our programs:

* **Early Bird Rates** (application received by 12/17): $450 for the first participant, $400 for the second participant and $300 for all subsequent participants. Schools can benefit from these discounts even if the participants are participating in different programs.
* **After 12/17**, the fees increase to $525 per participant.

### To Apply:

* **Schools *NEW* to the Hidden Sparks program:** Submit Parts 1, 2 & 3 of the application form by **Monday December 17** for early bird rates or by **Friday January 4** for regular rates.
* ***CONTINUING* schools in the Hidden Sparks program:** Submit only Parts I & II of the application form by **Monday December 17** for early bird rates or by **Friday January 4** for regular rates.

***FULL APPLICATION PROCESS TIMELINE ON NEXT PAGE***

**Please note: This winter, we will be running two Learning Lenses courses.**

**TIMELINE FOR 2018-19 ICP APPLICATION/TRAINING PROCESS**

*Our goal is to place all of your participating faculty in one course,*

*should you wish, regardless of which program they are participating in.*

*You will have the opportunity to indicate your course date preference in the application.*

|  |  |
| --- | --- |
| Mon Nov 5 | Application process opens |
| **Mon Dec 17** | **Early** Application Deadline |
| **Fri Jan 4** | **Final** Application Deadline |
| Feb 12, 13, 25, 26 | **4-Day Learning Lenses Course #1\*** |
| Feb 19, 20 & Mar 6, 7 | **4-Day Learning Lenses Course #2\*** |
| March/April | **Shadowing for Internal Coaches and Leadership Tracks:** Coach-in-training spends half a day shadowing an experienced Hidden Sparks Coach at another school |
| May 13,14 | **2- Day Internal Coach Training\***  **2- Day Leadership Training\*** |
| \**Course Days take place from 9:00-4:30 in a mid-town Manhattan location.* | |
| Fall 2019 | **For Internal Coaches:**  **Coaching** begins as 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 as a Hidden Sparks mentor visits you at your school for a half day every month (7 months, total).  **For Leadership Track:**  **Mentoring** begins as a Hidden Sparks mentor visits you at your school for a half day every month (7 months, total). |
| Fall 2019/ Winter 2019/ Spring 2020 | **For Internal Coaches:**   * **Regional Meetings:** (3) 2-hour Regional Group Meetings where they have the opportunity to practice their coaching skills in real classrooms. * **Retreat:** The full-day Hidden Sparks Coach Retreat (typically held in January).   **Leadership Track:**   * **Retreat:** Invitation to the full-day Hidden Sparks Coach Retreat (typically held in January). |

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***2019-20 PROFESSIONAL DEVELOPMENT PROGRAMS APPLICATION FORM***

**PART I – SCHOOL INFORMATION**

**Submit one for your school.**

***Please type your answers. Submit to*** [***applications@hiddensparks.org***](mailto:applications@hiddensparks.org)***.***

***Deadline for early bird rates is Monday December 17; Final deadline is January 4, 2019.***

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**School Name** *(official name)***:**

**Name of Individual Submitting this Application:**  **Title:**

1. **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?

1. **Professional Development in the School**

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

1. **Names of participants applying for full 6-day Internal Coach Training:**

**Name:**  **Division:** **Job Title:** **Grade(s):**

Mr./Mrs./Ms/Rabbi/Dr. First Name Last Name

**Name:** **Division:** **Job Title:** **Grade(s):**

Mr./Mrs./Ms/Rabbi/Dr. First Name Last Name

**Name:** **Division:** **Job Title:** **Grade(s):**

Mr./Mrs./Ms/Rabbi/Dr. First Name Last Name

1. **Names of participants registering for 4-day Learning Lenses Course:**

**Name:** **Division:** **Job Title:** **Grade(s):**

Mr./Mrs./Ms/Rabbi/Dr. First Name Last Name

**Name:** **Division: Job Title: Grade(s):**

Mr./Mrs./Ms/Rabbi/Dr. First Name Last Name

**Name:** **Division: Job Title: Grade(s):**

Mr./Mrs./Ms/Rabbi/Dr. First Name Last Name

1. **Names of participants applying for 6-day Leadership Track:**

**Name:** **Division:** **Job Title: Grade(s):**

Mr./Mrs./Ms/Rabbi/Dr. First Name Last Name

**Name:** **Division:** **Job Title: Grade(s):**

Mr./Mrs./Ms/Rabbi/Dr. First Name Last Name

**Name:** **Division:** **Job Title: Grade(s):**

Mr./Mrs./Ms/Rabbi/Dr. First Name Last Name

1. The school prefers that the faculty listed on this form take part in the 4-day Learning Lenses course taking place on (please check one): **\_\_\_February 12, 13, 25, 26** **\_\_\_February 19, 20 & March 6, 7**

***We will do our best to accommodate your request.***

***Please note that participants are not able to mix and match dates from courses.***

***All those continuing on for IC or Leadership training will take the additional two-day training on May 14 & 15.***

1. **School Visit –If the school has candidates applying for the Internal Coach or Leadership Track, upon receipt of the application, Hidden Sparks staff will schedule a school visit to meet with candidate(s) and principal(s).**
2. **If applying for Internal Coach Program, top administrator endorsing the submission of this application should initial and sign below:**

Our school agrees to release the 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 2018/19 school year.

Our school agrees to release our ICP coach(es) for three half-day regional meetings in Fall 2018, Winter 2019 and Spring 2019.

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

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

**Electronic Signature** (typed name): **Title:** **Date:**

***2019-20 PROFESSIONAL DEVELOPMENT PROGRAMS APPLICATION FORM***

**PART 2 – For Candidates taking the full ICP Training or Leadership Track**

**Submit one for *each* candidate.**

**(Do not complete for candidates taking the stand alone Learning Lenses Course.)**

***Please type your answers. Submit to*** [***applications@hiddensparks.org***](mailto:applications@hiddensparks.org)***.***

***Deadline for early bird rates is Monday December 17; Final deadline is January 4, 2019.***

**School Name:**

**1) Candidate Information**

**Name of Internal Coach Candidate:**

**Email:** **Mobile Phone:** **Home Phone**:

**Home Mailing Address:**

**Position within school (please specify division if applicable):**

**# of years in education** **# of years in this school**

**Capacities served/ grades taught:**

**Educational level/degrees:**

**Candidate's Professional Development experiences:**

**Describe the candidate’s supervisory experience:**

**What days/hours does the candidate work at your school?**

**Who will the Internal Coach report to, at your school?**

**Why was this candidate selected for participation?**

**How do faculty members regard the candidate?**

1. **Candidate’s Statement of Purpose (must be completed by Internal Coach candidate- more room below/flipside):**

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

1. **Candidate’s Signature**

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 agree to attend the Spring 2018 shadowing.

I agree to attend three regional group meetings in Fall 2018, Winter 2019 and Spring 2019.

I agree to work with a mentor for 2.5 - 3.5 hours per month during the 2018/19 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.

By typing name below, 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.

Electronic Signature (Typed name) Date

***2019-20 PROFESSIONAL DEVELOPMENT PROGRAMS APPLICATION FORM***

**PART 3 – NEW SCHOOL SUPPLEMENT**

***ONLY* for schools that are new to the Hidden Sparks program**

***Please type your answers.***

***New Schools should submit Parts 1, 2 & 3 by Monday December 17 for early bird rates to*** [***applications@hiddensparks.org***](mailto:applications@hiddensparks.org)

1. **School Information**

**Address:**

**Phone:** **Fax:** **Website:**

**Year school opened:** **Grades served:** **Grades served at full capacity:**

**School’s current enrollment:** **School hours:**

1. **Contact information for school principal(s):**

**Name:** **Title:**

Mr./Mrs./Ms/Rabbi/Dr. First Name Last Name

**Phone:** **Email:**

**Name:** **Title:**

Mr./Mrs./Ms/Rabbi/Dr. First Name Last Name

**Phone:** **Email:**

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

**Name:** **Title:**

Mr./Mrs./Ms/Rabbi/Dr. First Name Last Name

**Phone:** **Email:**

1. **Description of the School’s Services for Special Needs**
2. **What processes are in place for working with students with special learning needs?**
3. **Does your school have a resource room? Serving which grades and how many children?**
4. **Does the school have a psychologist on staff? What is their role?**
5. **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?

1. **Attachments – Please provide:**
2. School Mission Statement (if the school has one)
3. Resumes or professional bio of principal, and ICP/Leadership candidates.
4. Copy of school’s tax exempt status
5. School's Department of Education BEDS number (New York schools)