**Hidden Sparks Professional Development Programs**

**2020-21 School Application**

We are excited to launch the application process for **2020-2021 Professional Development**, and are thrilled to offer two opportunities for your faculty (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 at least two Internal Coaches*

***EARLY BIRD APPLICATION DEADLINE: 12/13/2019***

***FINAL APPLICATION DEADLINE: 1/10/2020***

**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.

### Cost:

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

* **Early Bird Rates for applications received by** **12/13/2019**: $450 for the first participant, $400 for the second participant and $350 for all subsequent participants. Schools can benefit from these discounts even if the participants are participating in different programs.
* **After 12/13/2019**, 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

**December 13, 2019** for early bird rates or by **January 10, 2020** for regular rates.

* ***CONTINUING* schools in the Hidden Sparks program:** Submit ONLY Parts 1 & 2 of the application form

**December 13, 2019** for early bird rates or by **January 10, 2020** for regular rates.

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

**TIMELINE FOR 2020-21 ICP APPLICATION/TRAINING PROCESS**

|  |  |
| --- | --- |
| Mon Nov 4 | Application process opens |
| **Fri Dec 13** | **Early Bird** Application Deadline |
| **Fri Jan 10** | **Final** Application Deadline |
| Feb 4, 5, 10, 11 | **4-Day Learning Lenses Course\*** |
| March/April | **Shadowing for Internal Coaches:** Coach-in-training spends half a day shadowing an experienced Hidden Sparks Coach at another school |
| May 18 & 19 | **2- Day Internal Coach Training\*** |
| \**Course Days take place from 9:00-4:30 in a mid-town Manhattan location.* | |
| Fall 2020 | **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). |
| Fall 2020/ Winter 2020/ Spring 2021 | **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). |

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***2020-21 PROFESSIONAL DEVELOPMENT PROGRAMS APPLICATION FORM***

**PART I – SCHOOL INFORMATION**

**Submit one for your school.**

***Please type your answers. There are fillable fields next to each question.***

***Deadline for early bird rates is Friday December 13; Final deadline is Friday January 10, 2020.***

***Submit to*** [***applications@hiddensparks.org***](mailto:applications@hiddensparks.org)

***egu***

1. **School Name** *(official name)***:** Click here to enter text.
2. **Name of Individual Submitting this application:** Click here to enter text. **Title:** Click here to enter text.
3. **Total number of** **6-Day Internal Coach Training Candidates: 1 2 3**

**Candidate 1**

**Name:** Click here to enter text. **Division:** Click here to enter text.**Job Title:** Click here to enter text.

Mr./Mrs./Ms/Rabbi/Dr. First Name Last Name General, Judaic, etc.

**Email**: Click here to enter text. **Cell:**  Click here to enter text.

**Candidate 2**

**Name:** Click here to enter text. **Division:** Click here to enter text.**Job Title:** Click here to enter text.

Mr./Mrs./Ms/Rabbi/Dr. First Name Last Name General, Judaic, etc.

**Email**: Click here to enter text. **Cell:**  Click here to enter text.

**Candidate 3**

**Name:** Click here to enter text. **Division:** Click here to enter text.**Job Title:** Click here to enter text.

Mr./Mrs./Ms/Rabbi/Dr. First Name Last Name General, Judaic, etc.

**Email:** Click here to enter text. **Cell:** Click here to enter text.

1. **Total number of Participants for** **4-Day Learning Lenses Course**:  **1  2  3**

***Note:*** *this option is only for schools that have in the past, or are currently, training at least two Internal Coaches*

**Candidate 1**

**Name:** Click here to enter text. **Division:** Click here to enter text.**Job Title:** Click here to enter text.

Mr./Mrs./Ms/Rabbi/Dr. First Name Last Name General, Judaic, etc.

**Email**: Click here to enter text. **Cell:**  Click here to enter text.

**Candidate 2**

**Name:** Click here to enter text. **Division:** Click here to enter text.**Job Title:** Click here to enter text.

Mr./Mrs./Ms/Rabbi/Dr. First Name Last Name General, Judaic, etc.

**Email**: Click here to enter text. **Cell:**  Click here to enter text.

**Candidate 3**

**Name:** Click here to enter text. **Division:** Click here to enter text.**Job Title:** Click here to enter text.

Mr./Mrs./Ms/Rabbi/Dr. First Name Last Name General, Judaic, etc.

**Email**: Click here to enter text. **Cell:**  Click here to enter text.

1. **If applying for Internal Coach Program, the top administrator endorsing the submission of this application should check each of the following items 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 - 3.5 hrs. per month to work with a Hidden Sparks mentor during the 2020/21 school year.

Our school agrees to release our ICP coach(es) for three half-day regional meetings in Fall 2020, Winter 2020 and Spring 2021.

Our school agrees to release our ICP coach(es) for a full day retreat in January 2020.

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): Click here to enter text. **Title:** Click here to enter text. **Date:** Click here to enter text.

1. **School Visit –If the school has candidates applying for the Internal Coach Training, upon receipt of the application, Hidden Sparks staff will schedule a school visit to meet with candidate(s) and principal(s).**

***2020-21 PROFESSIONAL DEVELOPMENT PROGRAMS APPLICATION FORM***

**PART 2 – For Candidates taking the full ICP Training**

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

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

[**Use this link to download additional forms if needed.**](https://www.hiddensparks.org/wp-content/uploads/2019/11/2020-21-ICP-Candidate-Form.docx)

*Note: Downloaded form will be “read only.” Simply save with a new file name to create an editable form.*

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

**Deadline for early bird rates is Friday December 17; Final deadline is Friday January 10, 2020.**

**School Name:** Click here to enter text.

**1) CANDIDATE INFORMATION**

**Name of Internal Coach Candidate:**  Click here to enter text.

**Email:** Click here to enter text. **Mobile Phone:** Click here to enter text. **Home Phone**: Click here to enter text.

**Home Mailing Address:** Click here to enter text.

**Position within school (please specify division if applicable):** Click here to enter text.

**# of years in education**: Click here to enter text. **# of years in this school:** Click here to enter text.

**Capacities served/ grades taught:** Click here to enter text.

**Educational level/degrees:** Click here to enter text.

**Candidate's Professional Development experiences:**

Click here to enter text.

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

Click here to enter text.

**What days/hours does the candidate work at your school?** Click here to enter text.

**Who will the Internal Coach report to, at your school?** Click here to enter text.

**Why was this candidate selected for participation?** Click here to enter text.

**How do faculty members regard the candidate?** Click here to enter text.

**2) 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?**

Click here to enter text.

**3) Candidate’s Signature**

**Please check 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 2020 shadowing.

I agree to attend three regional group meetings in Fall 2020, Winter 2020 and Spring 2021.

I agree to work with a mentor for 2.5 - 3.5 hours per month during the 2020/21 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.

Click here to enter text. Click here to enter text.

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**

**School Name:** Click here to enter text.

**School Address:** Click here to enter text.

**Phone:** Click here to enter text. **Website:** Click here to enter text.

**Year school opened:** Click here to enter text. **Grades served:** Click here to enter text.

**School’s current enrollment:** Click here to enter text. **School hours:** Click here to enter text.

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

**Name:** Click here to enter text. **Title:** Click here to enter text.

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

**Phone:** Click here to enter text. **Email:** Click here to enter text.

**Name:** Click here to enter text. **Title:** Click here to enter text.

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

**Phone:** Click here to enter text. **Email:** Click here to enter text.

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

**Name:** Click here to enter text. **Title:** Click here to enter text.

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

**Phone:** Click here to enter text. **Email:** Click here to enter text.

1. **Description of the School’s Services for Special Needs**
2. **What processes are in place for working with students with special learning needs?**

Click here to enter text.

1. **Does your school have a resource room? Serving which grades and how many children?**

Click here to enter text.

1. **Does the school have a psychologist on staff? What is their role?**

Click here to enter text.

1. **How does your school address behavioral issues?**

Click here to enter text.

1. **Professional Development in the School**

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

Click here to enter text.

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)