



TEACHING TRUST

Ed Fellows Program

2016 -2017 Frequently Asked Questions

***Please return in the Fall for an updated version of the Ed Fellows FAQ.**

Eligibility Requirements

Do I need a Texas teacher certificate to apply?

No.

Do I need classroom experience to apply?

Yes, applicants must possess a minimum of two-years teaching experience as of June 2017.

Can I apply if I'm employed by a non-partner district or charter network?

We partner exclusively with Dallas ISD, Grand Prairie ISD, Irving ISD, Fort Worth ISD, KIPP DFW and Uplift Education. If this is a program you are committed to pursuing, we encourage you to explore employment opportunities with the partners listed above prior to applying. We may consider working with other districts/charters for the Fellows program on a case-by-case basis.

If I'm currently working in the private or nonprofit sector or live outside of North Texas, how does this affect my eligibility?

We strongly encourage you to explore employment opportunities with our district and charter network partners prior to applying. We will accept applications for the Fellows program from those currently living outside of North Texas or working outside of a school, however, we ask that you have accepted a job offer with a partner prior to submitting your application. Please reach out to the recruitment team to determine if this is the best program for you at this time.

If I'm a part of the central administration team at a district or charter, how does this affect my eligibility?

You are eligible to apply if you possess a minimum of two-years teaching experience as of June 2017. In the section of the application titled "Professional Information," you are asked to provide details regarding your current assignment. Under "Title," please select "Other" and enter your current job title (e.g. Talent Partner). Under "School Name or Organization," please enter the name of your current department (e.g. Human Resources).

Teaching Trust Application and Selection Process

Application

I am not currently working in the classroom. How do I complete the classroom instruction portion of the application?

Strong classroom instruction is a foundational piece of school leadership. For that reason, if you are not currently teaching, we ask that you reach out to a teacher with whom you have a strong relationship and ask to complete and film a guest lesson for the purposes of this application. In your reflection, please let the application committee know if your teaching video was done as a guest lesson.

I am currently in a role where I am leading other adults. Is it acceptable to film a Professional Development session I led?

For the purpose of the application, we ask that you film yourself teaching a classroom lesson to students.



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I am struggling to film or upload my video. What should I do?

See YouTube's Help section for help with uploading or clipping your video. (NOTE: If you are using a cell phone to record your classroom, please hold it horizontally, landscape, or sideways for a wider view of your classroom.)

Do I need video release forms for the students in my video?

Please reach out to your school to ensure that you have signed video release forms on file for each student you have in your video. If you are missing forms, please either reach out to parents to ensure that a signed release form is on file at your school or do not include those students in your video. We do not require access to these forms.

Do I need to upload a teacher evaluation artifact to support my teacher evaluation score?

We know that teacher evaluations are and should be more than just a proficiency level. For that reason, we ask that teachers upload their most recent (2016-2017) teacher or administrator evaluation report so that we are able to gain greater context around your strengths and growth areas. Educators are constantly growing and developing, and we want to thank you in advance for sharing your report with us.

Account

How do I re-access my application after creating an account?

Your inbox contains an email from Teaching Trust (i.e. Ed Fellows Program - Account Information for (Applicant Name), which includes a link to continue working on your application.

Note: To access your application from our website, click "Return to your App" and enter your log in information to return to your application.

I tried to log in and received the following message: "Unable to log in with the information provided. (Duplicate panel member)." What should I do?

In order to return to your application, you must **always follow** the "Continue to My Application" link. Please contact the recruitment team at leadnow@teachingtrust.org for technical support. We will respond to your request within one business day.

Professional References

Who can be used as a reference?

- Reference #1 (required): must be submitted by your current principal or assistant principal.
- Reference #2 (optional but highly encouraged): can be submitted by either: 1) Someone who has worked with you in a professional capacity and who has knowledge of your current practice as an educator and your leadership experience, or 2) Your current supervisor, if that person is not currently your principal.
 - If you are a current (2016-2017) Teach for America Corps Member, it is strongly recommended that you list your current MTL as your second reference.



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- Additional references: Out of respect for your time and the capacity of the admissions committee, we ask that you submit no more than two references. The admissions committee will only review the first two references that are received.

How does my reference obtain the reference form?

Upon completing Section I of the application, your reference will be e-mailed with a link to complete the reference form. If you would like additional references to complete the form, please input their information at that time. It is also your responsibility to ensure each reference submits the form on your behalf no later than the application deadline you applied for.

My reference cannot locate the e-mail. How can I share it with them?

Please refer to the Teaching Trust recruitment website for the link and reach out to the recruitment team (leadnow@teachingtrust.org) to the access PIN. You will also be copied on the e-mail to your reference with the link and your PIN.

Is it acceptable to list an individual who is not employed by a school district, charter network, or teacher-training program as a professional reference?

No. Please refer to the guidelines listed above when determining whom to list on the application.

I possess a minimum of two years of teaching experience and left the classroom to pursue a career opportunity in a different industry. Whom should I list as professional references?

We encourage you to reach out to your former principal/supervisor for professional references.

Next Steps

I just submitted my Ed Fellows application. How soon can I expect to hear back from Teaching Trust?

Expect to hear back from us 2-3 weeks after the application deadline closes. Candidates who move forward beyond the application review will be notified within this window of time. We appreciate your patience!

Selection

What does the selection process entail?

The selection process is very rigorous and candidates may expect to go through most, if not all of, the following:

- Application Review
 - An opportunity for us to learn more about a candidate, assess their prior student achievement scores, and better understand their values and skill-level through the essays and teaching video.
- Assessment Center
 - An experiential process for assessors to best understand and identify if this is the right program for a candidate at this specific time. Please be prepared to bring current student performance data with you to the assessment center.
- District or Charter Employer Review
 - All candidates are subject to review and approval by their district and charter.
- Offer Extended



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- Once the offer has been extended, selected candidates must complete the Program Commitment and Agreement form.

Ed Fellows Selection Process

PRIORITY DEADLINE: JANUARY 29, 2017



Ed Fellows Selection Process

FINAL DEADLINE: MARCH 26, 2017



General Questions

What is the difference in the work between the Adult Leadership Cohort and the Instructional Leadership Cohort?

Both cohorts have equal amount of work time each month leading up to session (about 3-4 hours). However, each cohort has a different focus and scope of participation.

- Adult Leadership Cohort includes a Campus Action Project (CAP), involving the participation of other members of the school campus who can actively support the Fellow's goals. The Fellow's goal should impact the school beyond the Fellow's immediate role/responsibilities.
- Instructional Leadership Cohort includes a Classroom Action Project (CAP), focused on the participation of the Fellow but the Fellow will benefit from the counsel of other campus members. The Fellow's goal should impact only the classroom or role of the fellow.

What content is presented throughout the year for the Adult Leadership Cohort?

The content for the Adult Leadership Cohort is designed to prepare teachers for future school leadership positions. The content changes in response to the needs of the cohort each year. The following is reflective of the scope & sequence for 2016-2017:

- August: Goal-setting & Vision for CAP
- September: Motivating & Activating Investment in CAP from school team
- October: Observation & Feedback Conversations Part I
- November: Optional Social-Emotional Learning Training by Momentous Institute
- December: Leading Professional Development Part I
- January: Observation & Feedback Part II
- February: Leading DDI Meetings; CAP Step Back/Adjusting Course
- March: Leading Professional Development part II



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- April: Reflections; Final Steps for CAP Goal
- May: CAP Presentations

What content is presented throughout the year for the Instructional Leadership Cohort?

The content is molded to fit the needs of the incoming cohort. That being said, the content for the 2016-2017 year is listed below:

- August: Calendaring Power Standards & Drafting Success Criteria
- September: Goal-Setting for the Year & TORSH Video Training
- October: Peer Feedback for CAP; Planning for Effective Lessons
- November: Social-Emotional Learning Training by Momentous Institute
- December: Aggressive Monitoring (Formative Assessment); Monitoring Airtime
- January: Feedback via Assessments; Midyear reflection & adjusting CAP
- February: Culture Mindset; Social-Emotional Learning
- March: Literacy across content; Thinking Routines
- April: CAP Presentations

Is there a limit on the number of participants who are accepted into each cohort?

While there is not set number of participants who are accepted, we aim to have no more than 80-90 Fellows in both combined cohorts due to our staffing size. This number is not set in stone as we prioritize the quality of candidates over the quantity.

What leadership positions are available to a participant once they have finished the program?

If a participant has been accepted and completed the Instructional Leadership Cohort, they are better equipped to lead from their classroom as a model for other teachers. In addition, if the participant's school offers a leadership position due to the participant's instructional growth over the year, the Fellow to could also consider joining the Adult Leadership Cohort.

In the Adult Leadership Cohort, the participant will gain professional development on leading other adults beyond their own classroom practice. Once completing this program, it is advisable that the participant consider applying to the Aspiring Leaders Program, which is a two-year master's degree followed by three years of support, coaching and development that guides its participants to become school principals.

Can I only apply to the Aspiring Leaders Program if I am in the Adult Leadership Cohort?

Participants in either cohort are encouraged to pursue the Aspiring Leaders Program if they are interested in becoming a school leader in the future. Neither cohort is more qualified than the other, and we are happy to engage in conversations about your aspirations and how we can support your future.