

## Checklist for Institute Facilitators

***Before submitting a proposal to Faculty Senate for review, please be aware of the following:***

- The rate of pay is \$100/hour, not to exceed \$1,500/institute. If there is more than one facilitator, that amount is divided among facilitators. An institute is 15 hours, with a minimum of 12 hours spent in class and 3 hours of application detailed through the creation of a quality work product.
- A small pool of funds is available for the purchase of pertinent materials, i.e. professional texts for each participant, etc. The same should be included, in detail, on the proposal form.
- Included in the packet to be submitted to Faculty Senate must include a completed “Professional Development Proposal Form” a copy of which can be found on the district’s website under “Forms for District Professional Development Proposals.”
- Review the Professional Development Rubric to ensure that all components have been met; copy on website. Submit the completed packet to the Associate Superintendent of Schools, in either hard copy by interoffice mail or electronically at [friendt@tantasqua.org](mailto:friendt@tantasqua.org).

***Once Faculty Senate has approved an institute proposal, the facilitator is responsible to:***

- Create a one-sheet flyer inviting participants to join the approved institute and e-mail to Betsy Krantz, Administrative Assistant to the Associate Superintendent. This one-sheet flyer will be distributed to building principals to advertise available institutes (sample on website under “Forms for District Professional Development).
- On that flyer, be sure to include how participants sign up (they should e-mail both you and Betsy Krantz, [krantz@tantasqua.org](mailto:krantz@tantasqua.org)), the dates of the institute, the location(building) of the institute, what staff can expect to gain from their participation in this institute and any other information you deem pertinent. This flyer must also note the deadline for enrolling, which must be *at least* two weeks prior to the first class.
- Keep Betsy Krantz aware of enrollees by forwarding e-mail messages to her as participants contact you.
- Using the order form provided on the website under “Forms for District PD Proposals,” provide Betsy Krantz with the item #, current list price, vendor name and address, shipping charges and quantity needed of approved materials which need to be ordered. Please keep in mind that at least 2 weeks is required to ensure materials arrive prior to the first session.
- Contact Betsy Krantz (508-347-3077, ext. 20) three days prior to the first class, to confirm the enrollment list. Betsy will generate an attendance sheet, a complete copy of which the facilitator will need to return to the Associate Superintendent at the conclusion of the offering, along with other materials as outlined below. Participants must sign in for each session they attend. If enrollment is not sufficient, the course will be canceled and Betsy will notify the participants.
- Coordinate the institute’s location with the building principal in which the offering will be held.

- If any changes are made to the institute's content, location or enrollees, the facilitator must notify the Associate Superintendent via Betsy Krantz.
- At the first class, the facilitator should share the attendance expectations with the participants: all participants are expected to actively engage in each of the institute's sessions and assignments. If one class is missed, the facilitator will share an alternate assignment, commensurate with the time and focus of the session missed. If more than one session is missed, the participant will not be eligible for institute credit, unless extenuating circumstances apply as determined at a joint meeting of the participant, facilitator and Associate Superintendent. Professional development points (PDPs) will, however, be granted for time spent in class at the institute.

***After the institute is completed, the facilitator is responsible to:***

- After the first session, confirm the list of participants with Betsy Krantz via e-mail. The following should be submitted to the Associate Superintendent within one week of the last session:
  - Copy of attendance sheet(s)
  - Copy of syllabus with any changes noted
  - Copy of work product from participants
  - Copy of evaluation sheets from each participant. Also, it is the responsibility of the facilitator to tally the evaluation results, including typing the comments, a copy of which should be included in this final packet.
  - Copy of this completed checklist, with the facilitator's signature indicating all details have been addressed.

**If questions arise at any point in this process, facilitators are encouraged to contact Theodore Friend, Associate Superintendent at 508-347-3077, ext. 14 or [friendt@tantasqua.org](mailto:friendt@tantasqua.org).**

**Once the above requirements are met, payment will be authorized and certificates of completion will be generated and distributed to those participants who successfully complete the expectations of the institute.**