

Teaching the Skills That Matter in Adult Education Application



Directions: Only the state adult education director (or an appropriate designee) can complete the application. We recommend that the state’s professional development leader help respond to the application and that program leaders help identify qualified teachers for participation.

Please submit your application through the online portal at <http://sgiz.mobi/s3/c8e4bee33177>. This form can be printed and used to save your work prior to online submission. The responses can then be copied and pasted into the online application. Applications are due by **June 1, 2020**.

Part 1. Identifying Questions

To help us better understand who is applying, please respond to the following questions:

A. Agency name _____

B. Primary contact

1. State adult education director (or name and role of appointee)

2. Work address _____

3. Work e-mail _____

4. Work phone number _____

C. Secondary contact

1. Name and title _____

2. Work address _____

3. Work e-mail _____

4. Work phone number _____

D. State Professional Development Representative

States selected for TSTM are required to have one state PD representative participate in the cohort training along with the nominated teachers. Please indicate below who that will be for your state.

1. Name and title _____

2. Work e-mail _____

3. Work phone number _____

Part 2. State's Goals and Ability to Benefit From Technical Assistance (TA)

To get a better sense of your state's ability to benefit from the TA offered through this project, we would like to know more about your state's goals, prior and current experiences that relate to improving instruction, and existing professional development system. Please limit each response to 150 words.

- A. Please describe how your state would benefit from participating in the Teaching Skills That Matter (TSTM) project and identify state goals for instructional improvement that align with the project's focus.

- B. Please discuss any initiatives or policies your state already has in place or is developing that align with the project's focus.

- C. Please describe your state's system for providing professional development and explain how you will use this system to apply the TA you receive through this project to meet the goals noted in item A.



Part 3. Supporting and Sustaining the Effort

We would like to know what your state has in place that would help sustain teacher participation in the project and ensure that the benefits received from the TA would continue beyond the project period. Please limit each response to 150 words.

- A. Please describe your plan to sustain the expertise developed by the participants and use it to improve adult education throughout the state upon project completion.

Part 4. Teacher Participants

Each state-based team will include four teachers and a state PD staff representative. States should nominate four experienced teachers who have shown an interest in one of the project's focus areas and who meet the following criteria:

- The teachers are **currently teaching at least one ongoing class** in an English as a second language (ESL), adult basic education (ABE), adult secondary education (ASE), high school equivalency (HSE), career technical education (CTE), or integrated English literacy and civics education (IELCE) adult education classroom.
- The teachers have a minimum of 5 years of teaching experience.
- The teachers have classes with a consistent, stable enrollment.
- The teachers are involved in programs operated by a variety of Workforce Innovation and Opportunity Act (WIOA)–funded adult education providers (community colleges, community-based organizations, and school districts, as applicable).
- The teachers are effective instructors, presenters, peer leaders, trainers, or curriculum designers.
- The teachers can meet the required TA training time and task commitments over the 8-month training period. This includes attending two in-person training meetings (a total of 5 days), participating in biweekly calls from coaches, hosting two full-day site visits from their TSTM coaches, attending three 1-hour webinars, and teaching TSTM lessons in their classroom.



Teacher Nominations and Qualifications

	Program Name	Provider Type	Main Instructional Area	Full Time or Part Time
Teacher 1				
Name:		<input type="radio"/> Community college <input type="radio"/> Community- based organization <input type="radio"/> Public school district <input type="radio"/> Library <input type="radio"/> Corrections <input type="radio"/> Other:	<input type="radio"/> ABE <input type="radio"/> ESL <input type="radio"/> HSE <input type="radio"/> CTE <input type="radio"/> IELCE <input type="radio"/> Other:	<input type="radio"/> Full Time <input type="radio"/> Part Time
Title:				
Work E-mail:				
Summary of qualifications:				
Attach resume for teacher 1 (please exclude address, phone, and personal email to honor the nominee's privacy)				
Teacher 2				
Name:		<input type="radio"/> Community college <input type="radio"/> Community- based organization <input type="radio"/> Public school district <input type="radio"/> Library <input type="radio"/> Corrections <input type="radio"/> Other:	<input type="radio"/> ABE <input type="radio"/> ESL <input type="radio"/> HSE <input type="radio"/> CTE <input type="radio"/> IELCE <input type="radio"/> Other:	<input type="radio"/> Full Time <input type="radio"/> Part Time
Title:				
Work E-mail:				
Summary of qualifications:				



	Program Name	Provider Type	Main Instructional Area	Full Time or Part Time
Attach resume for teacher 2 (please exclude address, phone, and personal email to honor the nominee's privacy)				



	Program Name	Provider Type	Main Instructional Area	Full Time or Part Time
Teacher 3				
Name:		<input type="radio"/> Community college <input type="radio"/> Community- based organization <input type="radio"/> Public school district <input type="radio"/> Library <input type="radio"/> Corrections <input type="radio"/> Other:	<input type="radio"/> ABE <input type="radio"/> ESL <input type="radio"/> HSE <input type="radio"/> CTE <input type="radio"/> IELCE <input type="radio"/> Other:	<input type="radio"/> Full Time <input type="radio"/> Part Time
Title:				
Work E-mail:				
Summary of qualifications:				
Attach resume for teacher 3 (please exclude address, phone, and personal email to honor the nominee's privacy)				
Teacher 4				
Name:		<input type="radio"/> Community college <input type="radio"/> Community- based organization <input type="radio"/> Public school district <input type="radio"/> Library <input type="radio"/> Corrections <input type="radio"/> Other:	<input type="radio"/> ABE <input type="radio"/> ESL <input type="radio"/> HSE <input type="radio"/> CTE <input type="radio"/> IELCE <input type="radio"/> Other:	<input type="radio"/> Full Time <input type="radio"/> Part Time
Title:				
Work E-mail:				
Summary of qualifications:				
Attach resume for teacher 4 (please exclude address, phone, and personal email to honor the nominee's privacy)				



The TSTM training takes place over an 8-month period and includes two in-person training meetings (a total of 5 days), biweekly coaching calls, two full-day site visits from coaches, and three 1-hour webinars.

Please select your preference for either Cohort 2 or 3 below.

Training Activities	Cohort 2	Cohort 3
One-hour orientation webinar	August 5, 2020	August 5, 2020
Three-day in-person training	August 26–28, 2020	September 23–25, 2020
Three 1-hour webinars	October 21, 2020 December 16, 2020 February 17, 2021	October 21, 2020 December 16, 2020 February 17, 2021
Two site visits (between webinars)	December 2020–February 2021	December 2020–February 2021
Ongoing coaching and participation in discussions through an online community of practice (CoP)	September 2020–February 2021	September 2020–February 2021
Two-day in-person training	March 11–12, 2021	April 15–16, 2021

- Cohort 2
- Cohort 3

Part 5. Sign and Submit

The project requires a commitment from the state and the program director to provide release time and cover travel costs related to the training participants.

By submitting this application:

- I agree to provide travel costs and release time as necessary for the nominated teachers to successfully complete their participation in the cohort.
- I am confirming that I have shared the project description on the TSTM website with the nominees submitted and that they are aware of the criteria for participation.

Signature: _____



Please submit your application through the online portal at <http://sgiz.mobi/s3/c8e4bee33177>. If online submission is not feasible, please send the completed application as a PDF along with the four nominee resumes to TSTM@air.org.

Please submit the completed application by June 1, 2020.

You will hear from us about your application by June 29, 2020. If you have questions or need additional information, please e-mail us at TSTM@air.org.

