

# Aspiring Teacher Leaders Information Session

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DEPARTMENT OF PROFESSIONAL GROWTH SYSTEMS

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## Agenda

1. What is Teacher Leadership and the TLP Pool?
2. What are the specific steps of the application process?
3. Are there any helpful tips for applicants in the process?
4. How will I know if I have been selected for the teacher Leadership Pool?
5. How do I apply?



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## WCSD Definition of Teacher Leadership

- Teacher Leaders lead within and beyond the classroom;
- Identify with and contribute to a community of teacher learners and leaders;
- Influence others toward improved educational practice;  
and
- Accept responsibility for achieving the outcomes of their leadership.



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### The WCSD Qualified TLP Selection Pool

- Allows for schools and departments to find candidates who have Teacher Leadership skills and are the right fit for the job
  
- Does not guarantee a position; gives pool candidates the opportunity to present yourself to the school or district committee
  
- Consists of a District-level Interview as a part of the screening process, just like Dean pool




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### Application Schedule

Informational Meeting Dates				Teacher Leadership Pool Rounds			
Date	Time	Location	Room	Round	Application Deadline	Essay Deadline	Pool Interview
9/24/20	4:00-4:45 pm	Virtual	MS Teams	1	1/24/21	2/7/21	February 2021
11/18/20	4:00-4:45 pm	Virtual	MS Teams	2	4/18/21	5/2/21	May 2021**
1/7/21	4:00-4:45 pm	Virtual	MS Teams				
4/1/21	4:00-4:45 pm	Virtual	MS Teams				

\*\*Note that this interview time is after the scheduled position transfer period begins.




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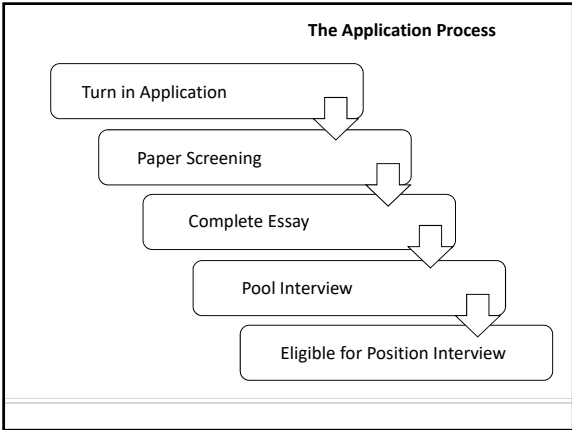
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### The Application Process

1. Submit a complete application before the deadline.
2. Your full application is reviewed to make sure you have met minimum qualifications.
3. Once application deadline is passed, the essay prompt is sent to all candidates who have a complete application.
4. Essays are sent to a reviewing committee who does not know the identity of any candidate.
5. Candidates who pass the essay portion are invited to an interview.
6. Candidates who pass the interview are in the Teacher Leadership Pool for three years.
7. After three years, candidates in the Teacher Leadership Pool are invited to re-qualify through a separate process.



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### The Application

1. Complete and update certified application in SearchSoft
  - Check and update each page, especially **Employment History**
2. Update confidential references
  - 4 references in the past 18 months, one from current supervisor, one from previous supervisor
3. Attach current resume
  - See next slide for tips
4. Attach cover pages for recent evaluations
  - Cover page includes your name, evaluator, position, date, and rating
  - Upload the last 3 years' evaluations
  - Must be consecutive\*\*

\*\* Contact us if your situation doesn't fall within these parameters and we will work with you individually



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### The Application- Resume

- Must be current
- Can be more than one page
- Includes information about:
  - where you have worked
  - leadership roles or functions within and beyond the site
  - training or courses you have offered
  - training or courses you have taken
- Should reflect you-there is not one right way to do it



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### Application Tips

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- Make sure your phone # and email are correct
- It is strongly encouraged that you primary phone # is your cell #
- Take off old or outdated information
- Verify that your Confidential References have been returned
- Label attachments, so it is clear what they are:
  - Resume\_NAME,
  - 18-19 Evaluation\_NAME,
  - Teacher Leadership Essay\_NAME, etc.



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### The Essay

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- Essays are sent to candidates who pass the paper screening on the day after the deadline for the current round.
- Scoring categories are provided with the directions and prompt
- Candidates must attend to all areas of the essay prompt
- Formatting and general writing conventions are considered in the scoring
- In order to be invited to an interview, you can't get an "ineffective" on any section of the essay
  - Essay is scored by multiple readers
  - Essays do not include identifiable information ("blind scoring")



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### The Interview Process

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- Candidates who pass the essay are invited to an interview **via email**
- Candidates must confirm your ability to attend
  - In cases of emergency, adjustments to the schedule will be attempted by there is no guarantee
- Make sure to note the time and location
- Committee consists of 3-5 people
- Allow 60 minutes



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## Interview Tips

- Use the Teacher Leadership Pool job description to prepare for the interview
- 15 minutes before your scheduled time you will get the questions to review.
- Identify your strengths in supporting others' growth
- Respond fully to each question with specific examples or experiences to support your answer as often as possible
- Think broadly across disciplines, grade levels, contexts



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## Feedback & Communication

Most communication is done via email

On Application

- Not much feedback can be given



On Pool Interviews

- Email with strengths and recommendations

Appeals

- Protocol/Procedure vs. "I had a bad interview"

Don't interview if you have experienced a recent tragedy



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## Other Critical Information

- Candidates can only be screened once per hiring season
- Teacher Leadership Pool eligibility begins immediately and lasts for the next three school years.
  - (2020-21 pool entry candidates eligible through June 30, 2023)
- Once in pool, educators can apply for positions that require TLP
  - HR approves applicants to ensure they are eligible
  - Candidates still need to meet the specific position qualifications



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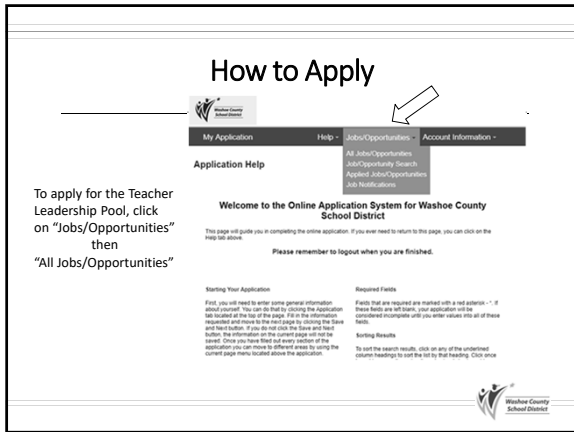
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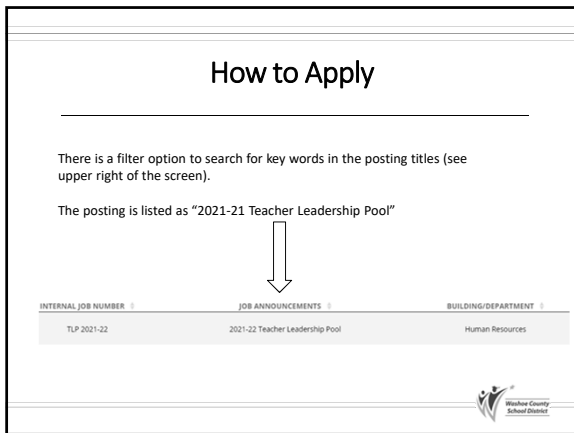
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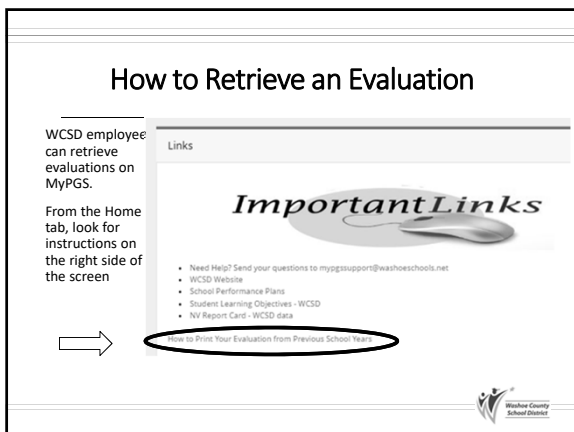
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Evaluation Cover Sheet  
WASHOE COUNTY SCHOOL DISTRICT  
Office of Human Resources

Employee Legal Name: Training Teacher 100 Employee Number:  
School Year: 2019-2020 School: Training District Training

Employee Assignment	Type of Contract	Type of Evaluation
Teacher	Standard	Post-Probationary PDP

In accordance with WSS 36.325, observations are to include one formal observation for licensed employees with a "highly effective" rating from their previous evaluation and two formal observations for licensed employees with a "teacher" rating from their previous evaluation with all prior evaluations included with each observation. For Post-Probationary licensed employees making an "effective" or "highly effective" overall performance rating shall be included in the next following school year.

April Required Observation Dates:  
Formal Observation Date(s): 09/11/2019 12:12:00 PM 10/09/2019 08:23:00 AM

Pursuant to WSS 36.322(2) the overall performance of this licensed employee for this evaluation period is:  
The Score is not Shared or Finalized.

I acknowledge that if there is an ineffective or minimally effective evaluation rating, I have read and understand the WSS 36.323 statement above.

Evaluator Signature and Date:  
Licensed Employee Signature and Date: ACCEPTED BY Training Teacher 100 on 04/28/2020  
Licensed Employee Comments:

Revision 3-9-14

Only the cover page (first page) of your evaluation is needed. This is a sample cover page.

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22

Washoe County School District  
About Us Schools Community Students and Parents Departments Trustees Careers

WELCOME TO PROFESSIONAL GROWTH SYSTEMS

**Mission Statement**  
To build a comprehensive system of support that aligns professional learning and available resources to indicators of need thus enhancing educator, leader, and staff effectiveness resulting in a high quality workforce.

"Learning is no longer preparation for the job; it is the job."  
- National Commission on Teaching and America's Future

PROFESSIONAL GROWTH SYSTEMS

- Department Homepages
- Calendar
- Staff Directory

Teacher Leadership  
2019-20 Teacher Leadership Qualification Rounds  
Teacher Leadership Pool Information Session PowerPoint

Questions?  
Email Marissa McClish  
mmclish@washoeschools.net

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23