

Aspiring Teacher Leaders Information Session

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?

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.

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

Application Schedule

Informational Meeting Dates			
Date	Time	Location	Room
9/24/20	4:00-4:45 pm	Virtual	MS Teams
11/18/20	4:00-4:45 pm	Virtual	MS Teams
1/7/21	4:00-4:45 pm	Virtual	MS Teams
4/1/21	4:00-4:45 pm	Virtual	MS Teams

Teacher Leadership Pool Rounds			
Round	Application Deadline	Essay Deadline	Pool Interview
1	1/24/21	2/7/21	February 2021
2	4/18/21	5/2/21	May 2021**

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

The Application Process

Turn in Application

Paper Screening

Complete Essay

Pool Interview

Eligible for Position Interview



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.

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



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

Application Tips

- Make sure your phone # and email are correct
- It is strongly encouraged that your 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.

The Essay

- 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")

The Interview Process

- 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

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

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



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

How to Apply

Washoe County School District
Every Child, By Name And Face, To Graduation™

SIGN IN DISTRICT HOME

Select Language
Powered by Google Translate

About Us Schools Community Students and Parents Departments Digital Learning Trustees **Careers**

Optional Pathways to Graduation

OPTIONAL PATHWAYS TO GRADUATION
WCSD has optional pathways to graduation students can explore, based on their interest circumstances, and goals for the future. [Mo information](#)

Have questions or suggestions about the 2019-2020 WCSD budget? [Click or tap here.](#)

From the WCSD home page, click on “Careers” then click on “Applicant Login”. WCSD employees do not have to create a new application; they will use the one they have created when applying for WCSD or other site positions.

How to Apply

Click on Application and ensure fields are updated. Check the “Confidential References” tab to make sure they are current or to submit a new reference request.



My Application

Help ▾ Jobs/Opportunities ▾ Account Information ▾

Application Help

Welcome to the Online Application System for Washoe County School District

This page will guide you in completing the online application. If you ever need to return to this page, you can click on the Help tab above.

Please remember to logout when you are finished.

Starting Your Application

First, you will need to enter some general information about yourself. You can do that by clicking the Application tab located at the top of the page. Fill in the information requested and move to the next page by clicking the Save and Next button. If you do not click the Save and Next button, the information on the current page will not be saved. Once you have filled out every section of the application you can move to different areas by using the

Required Fields

Fields that are required are marked with a red asterisk - *. If these fields are left blank, your application will be considered incomplete until you enter values into all of these fields.

Sorting Results



How to Apply

On the “Attachments” tab, upload a current resume and the last three annual evaluations. “Attachments” is also where the TLP essay is uploaded for candidates who pass the paper screening.



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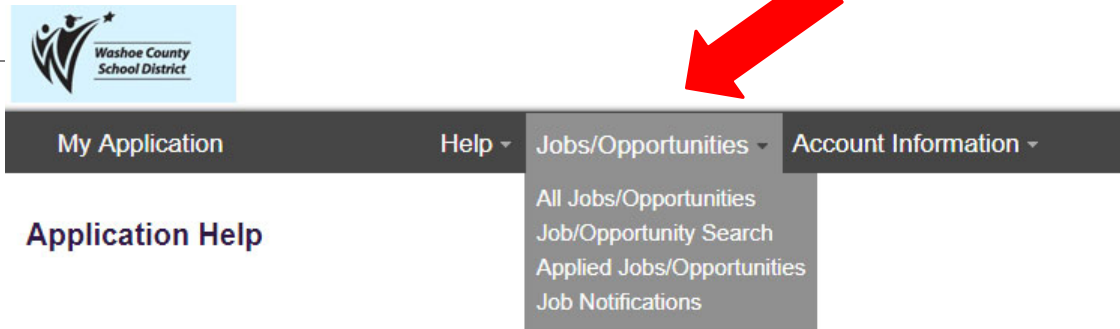
Required Fields

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Sorting Results



How to Apply



To apply for the Teacher Leadership Pool, click on “Jobs/Opportunities” then “All Jobs/Opportunities”

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Sorting Results

To sort the search results, click on any of the underlined column headings to sort the list by that heading. Click once



How to Apply

There is a filter option to search for key words in the posting titles (see upper right of the screen).

The posting is listed as “2021-21 Teacher Leadership Pool”



INTERNAL JOB NUMBER	JOB ANNOUNCEMENTS	BUILDING/DEPARTMENT
TLP 2021-22	2021-22 Teacher Leadership Pool	Human Resources

How to Retrieve an Evaluation

WCSD employees can retrieve evaluations on MyPGS.

From the [Home](#) tab, look for instructions on the right side of the screen



The screenshot shows a web page titled "Important Links" with a mouse cursor icon. Below the title is a list of links:

- Need Help? Send your questions to mypgssupport@washoeschools.net
- [WCSD Website](#)
- [School Performance Plans](#)
- [Student Learning Objectives - WCSD](#)
- [NV Report Card - WCSD data](#)

The link "[How to Print Your Evaluation from Previous School Years](#)" is circled in red.

Evaluation Cover Sheet
WASHOE COUNTY SCHOOL DISTRICT
Office of Human Resources



Employee Legal Name: Training Teacher100

Employee Number:

School Year: 2014-2015

School: Training District: Training

Employee Assignment	Type of Contract	Type of Evaluation
Teacher	Standard	Post-Probationary: PGP

In accordance with NRS 391.3125, observations are to include one formal observation for licensed employees with a "Highly Effective" rating from their previous evaluation and two formal observations for a licensed employee with an "Effective" rating from their previous evaluation with pre and post conferences included with each observation. Any Post-Probationary licensed employee receiving an 'ineffective' or 'minimally effective' overall performance rating shall be evaluated three times in the succeeding school year.

April Required Observation Dates:

Formal Observation Date(s): 09/17/2014 02:10:00 PM

10/09/2014 08:15:00 AM

Pursuant to NRS 391.3125 the overall performance of this licensed employee for this evaluation period is:

The Score is not Shared or Finalized.

I acknowledge that if I have received an ineffective or minimally effective evaluation rating, I have received and understand the NRS 391.3125 statement above.

Evaluator Signature and Date:

Licensed Employee Signature and Date: ACCEPTED by Training Teacher100 on 04/28/2015

Licensed Employee Comments:

Revision 3-7-14

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



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 Homepage](#)
- [Calendar](#)
- [Staff Directory](#)



[2019-20 Teacher Leadership Qualification Rounds](#)

[Teacher Leadership Pool Information Session PowerPoint](#)

Questions?

Email Marissa McClish
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