**DISTRICT NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**2016-2017**

**Application and Report for**

**Supplemental Financial Assistance**

**for Instructional Facilitators**

***In partial fulfillment of W.S. 21-13-335***

**DUE: APRIL 15, 2016**

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**The Instructional Facilitator (IF) Grant Application/Report should be completed by personnel at the district level with knowledge and insight about the district program. The completed grant application/report is due to WDE by April 15, 2016.**

**PART I – Application:**

**Program Eligibility Requirements**

**Provide information/documentation pertaining to the district’s current fulfillment of each requirement, as established in *W.S. 21-13-335*, Supplemental Financial Assistance Program for Instructional Facilitators and Instructional Coaches.**

1. What research-based approach or framework regarding the district IF program is being implemented? (e.g. Cognitive Coaching)
2. Describe specifically how the district IF Program has evolved since the inception of the grant? (e.g. changed frameworks, provided particular professional development for IFs, etc)
3. Describe the responsibilities that designate IFs as instructional leaders in the district?

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**PART I – Application: (continued)**

1. Describe the responsibilities of the IFs that are substantially associated with and devoted to the improvement of instruction.
2. Describe thesystem by which school administrators prioritize the use of IFs based on student achievement gains measured over time is used.
3. Do IFs in the district have delegated duties not related to instructional improvement? \_\_\_\_\_yes \_\_\_\_\_no. If yes, please explain.
4. Do IFs in the district have the responsibility for direct administrative supervision or evaluation of instructors? \_\_\_\_\_yes \_\_\_\_\_no. If yes, please explain. (e.g. IFs are required to NOT have administrative supervision, however some staff have a dual role of part-time IF and part-time administrator)

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**PART II—IF Standards and Evaluation**

1. Describe how IFs are evaluated in the district (attach additional sheets and documentation as necessary). Include:
2. The title(s) of personnel performing the evaluation (e.g. building principal)
3. The process for the evaluation (observation(s), goal setting, debriefing, etc)
4. A plan for improvement for IFs who do not meet standards/expectations set forth by the district
5. Provide new or updated documents that exist in the district to support IFs such as: handbook, interview templates for hiring IFs, evaluation instrument, professional practice standards for IFs, and other guiding documents. NOTE: If these documents have been provided with a previous year’s IF application/report, there is no need to resend. Please send new documents and updates only. (Documents may be scanned and submitted electronically with the application or hardcopies may be sent, via mail, to the address listed on page 7.)

**The Instructional Facilitator (IF) Grant Application/Report should be completed by personnel at the district level with knowledge and insight about the district program. The completed grant application/report is due to WDE by April 15, 2016.**

**PART III—IF Information**

Part III must be submitted through the WDE435, located on the WDE website under the Data Collection Suite- Forms Inventory. The WDE435 collection will be open from April 1-15, 2016.

Fusion user roles will need to be assigned for file submission. Part III of the application will now completed and submitted through an Excel spreadsheet.

Paper submissions will not be accepted.

**PART IV— IF Application/Report Online Survey**

**Personnel with oversight and knowledge of the District IF Program must complete an online survey as part of the application process. Results from the survey will provide WDE with additional information about the roles and responsibilities of IFs, coaching strategies being used, and the types of professional development being provided by IF’s to teachers. The information will be compiled and used for reporting to the Wyoming Legislature in fulfillment of W.S. 21-13-335. Additionally, the results will assist WDE with overall program improvement. The survey may be accessed by following the link:** <https://www.surveymonkey.com/r/23HZLTW>. **The district IF application/report will not be considered complete until the survey has been successfully submitted.**

**Directions for Submission of IF Application/Report**

**The submission deadline for the Application for Supplemental Financial Assistance for IF’s is Monday, April 15, 2016.** This application may be completed and submitted electronically or in hard copy form. Additionally, the online survey described in Part III must be completed by April 15, 2016. Directions for submission are below:

**Signatures**

Electronic signatures will be accepted for electronic submission only.

**Electronic Submission** (preferred)

If submitted electronically, the application/report must be sent with a read-receipt and the assurances page, with signatures and received by WDE at the address listed below, no later than April 15, 2016. Please submit electronically to the following address:

[tracy.stibitz@wyo.gov](mailto:tracy.stibitz@wyo.gov)

An electronic submission will be considered “submitted” only after it is successfully downloaded at the WDE and a read receipt is sent, and received by the submitting district. Reports may not be submitted by fax machine.

**Hard Copy Submission- Only if Electronic is Not Available**

If submitting a hard copy, an entire original, scanned district documents, and all signatures affixed in blue ink are required. The proposal can be mailed or hand delivered as follows:

**U.S. Postal Service Delivery**

Postmarked by April 13, 2016 with return receipt requested or

April 14, 2016 with Overnight Guaranteed

To: Tracy Stibitz, Instructional Facilitator Program Manager

Wyoming Department of Education

Hathaway Building, 2nd Floor

2300 Capitol Avenue

Cheyenne, WY 82002

**IF Application/Report Assurances Page**

Checklist for submission:

* Part I- Application completed
* Part II- Standards and Evaluation completed
* Part II- new or updated supporting documents scanned and included with the application, or sent via mail, to address on previous page
* Part III-IF Information completed
* Part IV-online survey completed and submitted
* Assurances signatures affixed

**FOR DISTRICTS *NOT* APPLYING FOR IF SUPPLEMENTAL ASSISTANCE:**

By signing below, I certify that the district is NOT APPLYING, or, NOT ELIGIBLE TO APPLY (check one) for supplemental financial assistance for IF’s for the 2016-2017 school year. Part III of this application has been completed. Signatures are affixed below, as required.

**FOR DISTRICT APPLYING FOR IF SUPPLEMENTAL ASSISTANCE:**

By signing below, I assure that the information provided in this application for 2016-2017 IF supplemental financial assistance is complete and accurate. I also assure that if the district chooses to reallocate the IF funds from one school to another, the decision will be in consultation with the district administration and the Board of Trustees. Any IF grant funds not spent or encumbered by the end of the fiscal year will be returned to the WDE in accordance with the IF grant requirements.

* By checking this box, I certify that IF’s currently employed, as well as those newly employed for the 2016-2017 school year, meet, or will meet, the employee requirements set forth in W.S. 21-13-335:
  + If employed prior to June 30, 2009, have at least five years of classroom teaching experience. Or,
  + If employed after June 30, 2009, have at least five years of classroom teaching experience **and** hold either a masters degree or certification by the National Board for Professional Teaching Standards.

District Name: ­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Superintendent’s Printed Name Superintendent’s Signature Date

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Board of Trustee’s Printed Name Board of Trustee’s Signature Date