

***First Class* Cohort 2 Application**

**Purpose**

The Oklahoma State Department of Education (OSDE) anchors its work on the premise that every child, educator and school can succeed. Leaders at the OSDE strive to support effective teachers at every stage of their careers. Thus, the initiative, *First Class*, has emerged as a focused program to support first-year teachers and their mentors.

The Oklahoma State Department of Education (OSDE) invites **first-year teachers** to join First Class Cohort 2 during the 2019-2020 school year. The program is intended for teachers who have not yet completed a full academic year of teaching. First Class cohort groups will include up to 30 elementary and 30 secondary teachers who will meet face-to-face in six sessions spanning the academic year. Through interactive presentations, discussions and reflection, teachers will develop and enhance their classroom management plans and strategies for engaging students.

In addition, school-based **mentors** who will be working with these first-year teachers as part of a teacher induction program will receive two full days of professional learning in September. Mentors will guide first-year teachers in targeted induction activities throughout the academic year.

**Objectives for First-year Teachers**

1. Participate in a cohort for first-year teachers.
2. Work collaboratively with a school-based mentor in induction activities.
3. Improve classroom management decisions using evidence-based strategies.
4. Establish and sustain an orderly classroom environment based on consistent rules, routines and procedures.
5. Increase time spent on meaningful academic engagement with students.
6. Develop a classroom climate fostering intellectual, social and emotional growth.

**Objectives for Mentors**

1. Participate in professional learning to understand the content, process and context for supporting first-year teachers.
2. Engage with designated first-year teacher in induction activities.
3. Support first-year teachers in developing skills in implementing effective classroom management and instructional practices.

**Logistics**

First Class Cohort 2 sessions will meet at the **Gordon Cooper Technology Center in Shawnee** from 8:30 A.M. – 3:30 P.M. A half-day orientation session (8:30-11:30 A.M. for secondary teachers, and 12:30-3:30 P.M. for elementary teachers) will be held on September 17, 2019. A compensation of $50 per full day session attended will be provided at the conclusion of the program in March 2020. In addition, mentors who complete all required mentoring activities with their assigned first-year teachers will receive a $400 compensation at the conclusion of the program.

**Schedule for First-year Teachers**

|  |  |
| --- | --- |
| **Elementary (grades Pre-K – 6)** | **Secondary (grades 6 – 12)** |
| September 17, 2019 – 12:30-3:30 P.M. | September 17, 2019 – 8:30-11:30 A.M. |
| October 24, 2019 | October 23, 2019 |
| November 21, 2019 | November 20, 2019 |
| December 12, 2019 | December 11, 2019 |
| January 16, 2020 | January 15, 2020 |
| February 13, 2020 | February 12, 2020 |
| March 11, 2020 – Session combined with secondary cohort. | March 11, 2020 – Session combined with elementary cohort. |

Note: Teachers of sixth grade students may determine if they want to participate in the elementary or secondary cohort.

**Schedule for Mentors –** Gordon Cooper Technology Center, Shawnee

September 18, 2019 – 8:30 A.M. – 3:30 P.M.

September 19, 2019 – 8:30 A.M. – 3:30 P.M.

First-year teachers and their mentors for the 2019-2020 school year are invited to complete the highlighted sections on **pages 2, 3 and 4**. First-year teachers and designated mentors will sign up as a team. All sections are required, including signatures from site and district personnel. Applications will be considered in the order received. For information please contact Susan Pinson, Executive Director of Professional Learning, at (405) 522-1835 or [susan.pinson@sde.ok.gov](mailto:susan.pinson@sde.ok.gov).

**Application**

**First-year Teacher Information**

|  |  |
| --- | --- |
| **Name** |  |
| **Primary Job Title:** |  |
| **Grade(s):** |  |
| **Subject(s) if applicable:** |  |
| **School:** |  |
| **District:** |  |
| **Mobile number:** |  |
| **Work number:** |  |
| **E-mail:** |  |
| **Superintendent’s Name:** |  |
| **Principal’s Name:** |  |

**Mentor Information**

|  |  |
| --- | --- |
| **Name** |  |
| **Primary Job Title:** |  |
| **Grade(s):** |  |
| **Subject(s) if applicable:** |  |
| **School:** |  |
| **District:** |  |
| **Mobile number:** |  |
| **Work number:** |  |
| **E-mail:** |  |
| **Superintendent’s Name:** |  |
| **Principal’s Name:** |  |

**Required Signatures**

*As a* ***first-year teacher participant*** *of the First Class Cohort 2, I will make every possible effort to fully attend each of the six sessions listed in the description provided. I realize that these sessions take place during the contract day, and I will be required to meet the parameters set by my principal and superintendent in order to participate in this program.*

Participant Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*As a* ***mentor participant*** *of the First Class Cohort 2, I will make every possible effort to fully attend both of the September sessions listed in the description provided. I realize that these sessions take place during the contract day, and I will be required to meet the parameters set by my principal and superintendent in order to participate in this program. In addition, I agree to work collaboratively with the first-year teacher assigned to me in appropriate induction activities throughout the 2019-2020 school year.*

Participant Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Application continued on page 4.

*As school* ***principal****, I grant permission for the listed first-year teacher and mentor applicants to participant in the First Class Cohort 2. I realize that the six sessions for teachers and the two sessions for mentors take place during the contract day, and I authorize the individuals to be released based on the parameters set at the district level.*

Principal Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_

*As district* ***superintendent****, I grant permission for the listed first-year teacher and mentor applicants to participant in the First Class Cohort 2. I realize that the sessions take place during the contract day, and I authorize the individuals to be released based on the parameters set at the district level.*

Superintendent Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Oklahoma State Department of Education has budgeted a $50 compensation per scheduled session for each first-year teacher and mentor to cover travel or district expenses. This compensation may be paid to the district or to the individual participants at the end of the 2019-2020 cohort sessions, as directed by the district superintendent.

In addition, each mentor who successfully completes all mentoring activities during the 2019-2020 school year is eligible to receive a compensation of $400. The mentor compensation will go directly to the mentor for time spent collaborating with the first-year teacher.

*As district* ***superintendent****, I understand that a $50 per session compensation will be provided to cover expenses incurred as a result of participation in the First Class Cohort 2. This compensation will be paid upon completion of the cohort. I authorize the compensation to be paid directly to the following:*

Check one.

District

Participant – teacher and mentor

Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Superintendent Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_