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**Vision**

**EDUCATE, INNOVATE, TRANSFORM EDUCATOR PROFESSIONAL LEARNING**

**Mission**

**The Learning Forward Foundation supports the development of educators’ capacity to improve student learning through innovation and improvement that transforms professional learning, framed by the Learning Forward standards and implemented with a coherent design through grants, scholarships, and professional support.**

**THE BETTY DILLON PETERSON PRINCIPAL AS A LEADER OF PROFESSIONAL LEARNING GRANT**

This grant honors the memory of Betty Dillon Peterson, who provided extraordinary leadership as a founding member of the National Staff Development Council/Learning Forward and in providing mentorship to the Learning Forward Foundation Board of Directors. Her legacy to the Learning Forward family was in helping others build a foundation of strong leadership beliefs and practices essential to the successful leadership of the school principal.

The Principal as a Leader of Professional Learning Scholarship focuses on strengthening the knowledge, skills, and dispositions of school leaders to improve the outcomes of professional learning for staff and students at the school level.

The three-year grant amount of $10,000 supports the development of a challenging goal, related actions toward the intended outcomes, and achievement of those goals through the implementation phase with the support of an executive coach. The budget will include $4,000 for coaching and $6,000 in discretionary funds distributed over three years: $2000, $2000, $2000 to support implementation.

***Directions:*** Complete all required sections of the application. Submit Sections I, II, III, and IV with the letter of support electronically to Duncan Wilson at dwilson@scarsdaleschools.org and Victoria Duff at victoria.duff@learningforward.org.

**Grant Submission Deadline: March 15, 2018**

**Grant Award Announcements: May 1, 2018**

**SECTION I: APPLICANT INFORMATION**

**Fill in the Word document electronically and save to send as an attachment to email.**

Applicant Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State/Province \_\_\_\_ Zip/Postal Code \_\_\_\_\_\_\_\_\_\_\_

School/District \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State/Province \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_\_\_\_\_\_\_

Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone (Home) \_\_\_\_\_\_\_\_\_\_\_\_\_ (Work) \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Cell) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Learning Forward Membership Number \_\_\_\_\_\_\_\_\_\_ How many years? \_\_\_\_\_\_\_\_\_\_

*Preference will be given to members of Learning Forward in selecting a scholarship winner if all other things are equal. All Learning Forward Foundation awardees will require a Learning Forward membership to activate the grant.*

**SECTION II: OVERVIEW OF PROJECT**

**In 75 words or less, describe your project in terms of a problem/challenge or dilemma in professional learning that you intend to address.**

**SECTION III: APPLICATION PROPOSAL**

**Background thinking as you write your proposal:**

Consider the comments, questions, and issues below as you write your proposal. In addition, take time to examine the rubric. This proposal requires a comprehensive written answer to each of the 7 questions in Section III that shows a coherent plan over three years, completion of an action plan and budget template.

Proposal readers will evaluate this proposal by referring to the rubric and analyzing the package materials.

The Principal as Leader of Professional Learning Scholarship’s core belief is that the principal is the lead learner in the school. Joellen Killion states, “Successful principals shape the culture of schools, set clear expectations, and share leadership with others to create productive learning environments for students and staff.”

The Principal as a Leader of Professional Learning Scholarship rubric (Section VII) will give further guidance on expectations for the grant. Use of the principles inherent in the Leadership and Learning Designs standards in the Standards for Professional Learning will also be helpful in guiding your application work (see [http://learningforward.org/standards/leadership)](http://learningforward.org/standards/leadership%29).

*Directions:* Complete the following and submit electronically with other required documents.

Please complete the following questions. Please be succinct and limit the answers to no more than a page and a half for each question.

1. Describe up to two major initiatives you undertook as a leader (principal, supervisor, teacher leader, etc.) to support staff learning to improve practice with a focus on student learning. What leadership actions did you use to develop or create the empowerment of staff to implement their learning? What successes and challenges did you experience?
2. Briefly describe your school environment including any background that will help readers understand your context and culture. Describe conditions (people, resources, relationships) that will allow you to anticipate ongoing support over the life of the grant.
3. Describe your current system for professional learning. To what extent does the system ensure continuous improvement for educators and their students? What indicates a need for improvement or innovation?
4. What role does goal setting play in your leadership work within the school?
5. The winner will be asked to work with an executive coach virtually on goal setting in the targeted area of leadership in professional learning. The collaboration between the principal and the coach will use the principles identified in the Standards for Professional Learning and the Learning Forward Innovation Configuration maps for principals as the foundation for the goal setting and the actions identified to achieve the outcomes related to the goals. With that in mind, how do/will the Standards for Professional Learning or the principles of effective professional learning influence your work in creating effective school-based professional learning? Specifically cite examples that show your understanding of the principles inherent in the Leadership and Learning Designs standards.
6. When you work with an executive coach, you will also be asked to collaboratively finalize your goals and develop an action plan to build or enhance the system of professional learning in your school (to be submitted at the end of the first six months of the grant) and to work to achieve the goals that you set. With that in mind, please respond to the following:
	1. If applicable, describe a previous situation in which you worked with a coach.
	2. Give one strategy that you have used in developing goals for your school.
	3. Have you ever developed a targeted professional development plan for yourself? Your school? Explain how your personal professional development plan connected to the school professional development plan.
	4. How do you envision a goal-driven action plan being of service to you?
7. Identify one or two strategies that you have used in the past to translate intended results into practice. If applicable, link these strategies to standards or principles of effective professional learning.

**SECTION IV: STATEMENT OF COMMITMENT**

*Directions:* Review and sign the following statement of commitment. Submit this section electronically with your application.

*Purpose:* This document describes the responsibilities and obligations of the applicant for the Principal as a Leader of Professional Learning Scholarship. Please indicate your acceptance of these responsibilities by checking each box and signing the document at its end.

**Responsibilities**

**I will**:

* Be an active member of Learning Forward during the three years while the scholarship is active.
* Commit to an active role as a learner throughout the period of the scholarship.
* Implement the project as described in the proposal, including timelines and data collection.
* Participate in, prepare, and submit formative and summative evaluation reports, as required.
* Send an action plan and a budget, both of which have been collaboratively developed with the executive coach, to the designated foundation grant lead and the vice-chair of scholarships and grants after the first six months of the beginning of the scholarship.
* Keep a log of significant developments that show major insights that serve as breakthrough marker events and submit sample pages and products with the summative evaluation report.
* Secure copies of the Learning Forward Standards for Professional Learning and the Innovation Configurations, using the Leadership standard and principal component to benchmark improvements.
* Provide two formative written reports to the project lead during each year of the project. The reports will be due on November 30 and June 30 of each year. These reports will include benchmark progress on the goals listed in the application. As a guide in writing the reports, the goals can be reiterated and modifications and revisions that have been made during implementation will be addressed. A template will be provided. These reports will also include progress, successes, challenges, and results so far, as well as an updated budget report if applicable.
* Be an equal partner with the executive coach and actively work with him/her for a maximum of 20 hours during the three-year period.
* Regularly communicate with the Learning Forward Foundation Research and Support Committee contact and grant lead assigned to the scholarship.
* Submit photos, updates, and information as requested by a Learning Forward Foundation Scholarship and Grants Committeecontact.
* Agree to communicate your learning journey and findings in Year 3 of the grant through a Learning Forward venue: conference presentation, webinar, article.
* Participate in three touch-point calls a year with a member of the Research and Support Committee, your coach, and the grant lead to benchmark improvement.
* Attend two Learning Forward annual conferences and two one-day preconferences.

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**Signature of Applicant Date**

**SECTION V: LETTER OF SUPPORT**

*Directions:* Secure a letter of support and send it electronically with your application.

The application must be accompanied by a signed letter of support from the applicant’s chief executive (superintendent) or direct supervisor. The letter should indicate that the system endorses the proposal, will support the applicant’s continuous improvement efforts, and will provide fiscal support to pay conference travel and lodging expenses that are not covered in the scholarship. The letter must also indicate the supervisor’s agreement to provide necessary time and resources to meet all requirements of the grant, including executive coaching, development of an action plan and budget, periodic formative and summative evaluation meetings via phone, and all documentation as required.

**SECTION VI: RELATED DOCUMENTS**

There are several documents related to this application package that are important for the applicant to read. Please review each item below, or find the link on the Learning Forward Foundation website, and respond accordingly.

* **The Principal as a Leader of Professional Learning scoring rubric**. This document (shown below) will be used by a team of three readers, selected by the Learning Forward Foundation Board of Directors, to make decisions about the winning scholarship applicant. This rubric is offered for your assistance in complying with the guidelines. DO NOT submit with this application.
* **The action plan template**. This template (shown below) is for your review only at this time. It will be completed with the assistance of your executive coach during the first six months of the three-year scholarship period. DO NOT submit with this application.
* **The budget template.** The budget plan (shown below) will be completed during the first six months of the scholarship upon a successful completion of a collegially developed action plan with the recipient’s executive coach. DO NOT submit with this application.
* **The Standards for Professional Learning.** The rationales for each standard and accompanying resources may be found on the Learning Forward website at <http://learningforward.org/standards-for-professional-learning>.
* ***Developing a Comprehensive Professional Learning System.*** This free brief provides an overview of a systems approach to professional learning and can be accessed at <http://learningforward.org/docs/default-source/commoncore/compsystembrief.pdf?sfvrsn=2>.
* ***Meet the Promise of the Content Standards: The Principal***. This free brief provides an understanding of the role of the principal in leading professional learning and can be accessed at <http://learningforward.org/docs/commoncore/meetpromiseprincipal.pdf> .

**SECTION VII: COMPLETED APPLICATIONS**

Submit Sections I, II, III, and IV electronically to the grant lead and vice-chair of scholarships and grants. Submit the completed Word documents as attachments to an email message. The letter of support should be scanned into your computer and submitted with your application. Ensure that the person writing your letter knows the content and support information that must be included in the letter.

Include your last name on all pages in the electronic file. Failure to include all requirements invalidates the application.

**Sections VI, VII, VIII, and IX are informational sections only and should not be submitted with the previously mentioned documents.**

Action plan and budget templates (to be submitted after the first six months) are included below. At this time, they are included only as an FYI. Both are required to be submitted by a winner at the end of the first six months of the scholarship because this is a process scholarship and time is allocated for action strategies to be developed collaboratively with the coach.

Placement of your name on the signature line of this application constitutes your signature and commitment to all work and commitment statements.

Send all of your application materials to Duncan Wilson, grant lead, at dwilson@scarsdaleschools.org and Victoria Duff, vice-chair of scholarships and grants at Victoria.duff@learningforward.org.

**If you do not receive confirmation of receipt of materials within five days or you have questions about the grant, contact Duncan Wilson at** **dwilson@scarsdaleschools.org****.**

**SECTION VIII: This is included for your information. The rubric will be used by readers to score your application. Do not submit with your materials.**

**The Principal as a Leader of Professional Learning Scholarship**

**Application Scoring Rubric**

The following rubric will be used by three readers to determine a winning applicant.

**Complete Document Criteria**

The application is complete, including contact information, a project overview, an application proposal, a signed statement of commitment, and a letter of support. Y N

The application has the last name on all electronically submitted pages. Y N

The separate letter of support is included according to the guidelines and contains clear evidence of district support for the applicant’s time commitment, travel (if required), and use of new learning in the school or district. Y N

The applicant is a current member of Learning Forward. Y N

Please score each of the following criteria using a scale of 5 (exceptional), 3 (acceptable), or 0 (low).

Shows evidence of effective skills in the area of leadership. 5 3 0

Has a deep understanding of the culture and climate for professional learning within the school.

 5 3 0

Clearly articulates why goal setting is important to him/her and speaks to the goals that he/she has established in the past. 5 3 0

Shows evidence that leadership for professional learning is a process of translating intended results into practice.

5 3 0

Gives evidence that he/she has previously developed a focused professional development plan for himself/herself and the school and can make connections between the two. 5 3 0

Describes how he/she sees himself/herself working within the principles inherent in the Leadership and Learning Designs standards. 5 3 0

 *Total Points*

**SECTION IX: This is included for your information. The action plan and budget will be completed within the first six months of the scholarship with the coach. These will be submitted to Duncan Wilson at** **dwilson@scarsdaleschools.org** **and Victoria Duff at** **victoria.duff@learningforward.org****.**

**ACTION PLAN TEMPLATE:** **Principal as a Leader of Professional Learning Scholarship**

**Outcome**s

(These should be stated in a specific, behavioral format. Example: As a result of this grant, teachers will …)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ACTION** **(What?)** | **TIMELINE****(When complete?)** | **PERSON RESPONSIBLE****(Who?)** | **RESOURCES NEEDED** | **RESULTS ANTICIPATED** |
| *Ex.: Administer the SAI2* | *Ex.: By May 2016* | *Ex.: Principal Scholarship lead and superintendent* | *Ex.: Link to school-/district-specific SAI2 through Learning Forward, SAI2 Coordinator’s Guide*  | *Ex.: Understanding of the strengths and areas of improvement aligned to Learning Forward Standards for Professional Learning. Identified actions for improvement.* |
|  |  |  |  |  |
|  |  |  |  |  |

**BUDGET TEMPLATE: Principal as a Leader of Professional Learning Scholarship**

|  |  |  |  |
| --- | --- | --- | --- |
| **EXPLANATION OF EXPENDITURE** | **ACTION PLAN ITEM THIS SUPPORTS** | **UNIT COST** | **TOTAL** |
| *Ex.: Purchase of SAI2 through Learning Forward* | *Ex.: Step #1: Administration of SAI2 throughout the district* | *(dependent on district size)* |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |