



SUMMER MATTERS INITIATIVE

TRAIN THE TRAINER DESCRIPTION and APPLICATION 2016-17

The Los Angeles County Office of Education (LACOE), in its efforts to serve the expanded learning programs in the county in the area of high quality, intentional summer programming, has designed and developed a **sustainable, no cost, technology infused training** model to deliver **to deliver summer expanded learning content** to its various stakeholders.

This project will provide summer expanded learning program professional development workshops using a Trainer of Trainer model (TOT) and integrate 21st century tools, resources, and content delivery using technology (iPad will be provided to deliver presentations) for participating after school programs in Region 11. This capacity building project will allow grant managers, program directors, and site coordinators within Los Angeles County access to high quality professional development in blended, face-to-face, and online formats and receive technical and content support for high quality summer expanded learning program resources.

There are two ways to participate

- Ten (10) individuals will be chosen to represent their organization and will commit to meeting the requirements of the Summer Matters Master Project Trainers (**SMMPT**) and will receive an iPad when all requirements have been met. **Note:** There is a total of 10 iPads and it is a first come first serve basis for signing up, if they all go to the November training then there will be none available for the April training.
- Up to 20 other individuals can receive the Summer Matters Project Training

TRAINER QUALIFICATIONS:

- Experience in program leadership.
- Experience in presenting professional development to staff.
- Experience using computer technology including Email and web browsing.

DELIVERABLES FOR SUMMER MATTERS MASTER PROJECT TRAINER

Each SMMPT will be required to review supplemental materials in addition to attending the 3 Train the Trainer sessions (this 1.5 days and must be taken either in November or April you cannot mix and match dates).

- After the completion of the two day workshops (where Modules 1-3 will be presented) you will be required to participate in Module 4, which is a site visit utilizing the Quick CASP tool with a trainer and meeting at the end of the visit to calibrate your results and share your experiences. There will be several dates and locations available for you to choose from for this activity. These visits will be scheduled during Module 3 but dates to hold are noted in the ASPIRE listing.
- After the workshop, each SMMPT will coordinate, organize, and provide a minimum of two (2) trainings by no later than July 31, 2017.
- Trainings will be provided to Program Directors, Site Coordinators and Frontline staff.
- Each SMMPT agrees to reach a minimum of fifty (50) participants through these trainings by no later than July 31, 2017. If the SMMPT is unable to train 50 individuals within their organization, ASTAU will work with SMMPT to link them to another organization that needs training but has no trainers.
- Each SMMPT will utilize the online training center for instructions and use iPads to train and access all training resources and materials.
- Each SMMPT will require his or her participants to complete a Sign in sheet and Evaluation form. Sign in sheets and Evaluation forms will be provided.
- Each SMMPT agrees to collaborate with the ASTAU for follow-up meetings (online discussion boards, face to face, phone, or virtual), evaluation forms, gather data, etc.
- Each SMMPT will submit the participant Sign-in sheets and all Evaluations to the ASTAU, no later than four (4) business days after each training.
- Each SMMPT will conduct 3 site visits utilizing the Quick CASP, meet with the Site Coordinator to review the results; and submit your results to ASTAU within 4 business days after the visit. You will be provided with a list of locations, dates and times of programs that will operate during summer 2017. You may visit any site but your own site to conduct these visits.
- Each SMMPT will participate in a 90 minute Webinar at the end of summer; (date to be determined by January 10, 2017).

BENEFITS TO THE SUMMER MATTERS MASTER PROJECT TRAINER

- Opportunity to represent your program, increase awareness of the components of high quality summer expanded learning programs, as well as outreach to your program and community.
- At the end of the project and upon receipt of all evaluation and sign-in sheets, each SMMPT who successfully completes the requirements of the contract may keep the iPad.

DELIVERABLES OF SUMMER MATTERS TRAINER (wants training but does not want to fulfill deliverables necessary for an iPad)

- Participate in the 3 training sessions and the 4th on site session as outlined above for the Summer Matters Master Trainer (need to do continuous dates).
- Send sign in sheets for trainings conducted within 4 working days of conducting the training
- Participate in the 90 minute webinar at the end of summer; (date to be determined by January 10, 2017).



SUMMER MATTERS INITIATIVE PROGRAM APPLICATION

The Los Angeles County Office of Education (LACOE), in its efforts to serve the expanded learning programs in the county in the area of high quality, intentional summer programming, has designed and developed a **sustainable, no cost, technology infused training** model to deliver **summer expanded learning content** to its various stakeholders.

Name of District or Community Based Organization: _____

The district or community based organization recommends that the following employees be trained as **Summer Matters Master Project Trainers (SMMPT)**. We understand that participation in this project by our employees, as trainers for our program, requires a time commitment learn the material for professional development in addition to coordinating, organizing, and delivering trainings. We understand the value of the knowledge and expertise gained through this project to build capacity in the area of high quality summer expanded learning programs. We also understand that the **SMMPT** will be providing iPads through this project to deliver their training and will need access to their district or organizational email accounts on their iPad to send and receive content, information, and files. If the iPad is lost or stolen, it will not be replaced by LACOE.

(1) Name of recommended SummerMatters Master Project Trainer (SMMPT): _____

(2) Name of recommended SummerMatters Master Project Trainer (SMMPT): _____

(3) Name of recommended SummerMatters Master Project Trainer (SMMPT): _____

Approved by: _____, Grant Manager (sign)

_____, Grant Manager (print)

Please attach a Program Application and a Project Trainer Application for each recommended Summer Matters Master Project Trainer and email (scanned copy) them to ginty_maryjo@lacoed.edu by **October 17, 2016** for the November training and **February 25, 2017** for the April training.

Note: If you want to be a Summer Matters Trainer and not meet the Master Project Trainer requirements please sign up for those sessions on ASPIRE under special events.



NAME:

DISTRICT OR AGENCY NAME:

STREET ADDRESS:

CITY:

STATE: ZIP CODE:

DAY PHONE #:

CELL PHONE #:

EMAIL ADDRESS:

CURRENT JOB TITLE:

SUPERVISOR'S NAME:

PHONE #:

SUPERVISOR'S EMAIL ADDRESS:

As the applicant please answer the following questions on a blank sheet of paper (typed) and send it in with your application, please be sure to put your name, title and district or agency name on the upper right hand corner of the page.

1. Describe your experience in Planning, developing and/or working in summer expanded learning programs.
2. Describe your experience presenting professional development.
3. Describe your technology experience.
4. How do you plan to carve out time from your current position to devote the time needed to deliver these trainings in your program and community?

_____, Supervisor Approval Signature

_____, Date

_____, Supervisor Name (print)