

**EMM: YOU MATTER  
Certification Course**

**REQUIRED DATES**

**Institute**                                    *December 3, 4, and 5 (from 8AM to 4PM)*  
**COP Meetings**                              *February 13, March 6, April 17, and May 14 (from 8AM – 12PM)*

***Registration: Immediate, by Application & Supervisor Approval, through November 23<sup>rd</sup>.***

The Los Angeles County Office of Education (LACOE) Expanded Learning Technical Assistance Unit (ELTAU), in its efforts to serve expanded learning programs in the area of social emotional learning (SEL), is working with Every Monday Matters to offer the **You Matter – Certification Course**. This project will provide **SEL professional development workshops using a trainer-of trainer model (TOT)**. 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 support for SEL**.

**Forty individuals (40) will be selected for participation in this certification course - to represent their geographic location and disseminate You Matter trainings to their programs and communities. Chosen participants must be able to attend 100% of the Certification Course activities: a three-day Institute and four three-hour Workshops taking place over the yearlong period.**

**There will be no cost for approved participants** – this is a \$2,500 cost savings per participant and why it is imperative that those chosen to participate commit to **attend 100% of the certification course activities and meet the roles and responsibilities of the agreement to offer additional trainings**. All activities will be held in LA County.

**OVERVIEW**

This professional development series provides participants with **skills, strategies, and practices** for developing an **SEL mindset**. **The You Matter Curriculum helps** students and staff understand how much they matter to themselves, to the people around them, and to their community and world. The You Matter Curriculum teaches students how to harness their personal power to create extraordinary impact, one action at a time. Through the certification course you will gain new skills for developing SEL practices in your teaching and learning, how to utilize the You Matter Curriculum in K-12, and how to train your staff and colleagues to do the same.

This yearlong program focuses on **building capacity for program leaders and their students to grow self and social responsibility through themes of kindness, health, sustainability, engagement, compassion, imagination, and more**. Through engaging Every Monday Matters’ nationally and globally recognized You Matter curriculum, **participants will practice strategies for teaching and engaging students in SEL and creating rich environments and experiences to support and empower their growth as authentic leaders**. Additionally, participants will experience pre-reading, feedback on components, and hands-on practice implementing the You Matter curriculum at their site.

**With certification course completion**, You Matter Trainers will be positioned to advance in the Region 11 pathways to leadership infrastructure and be recognized at the regional level. You Matter Trainers will deliver targeted trainings to various audiences using technology and resources.

## **BLENDED FORMAT**

### **You Matter Institute**

- December 3 - 5, 2018 (All Day – Each Day – In Person)

### **Follow-Up Support Workshops (4) following the community of practice model to support trainer needs**

- February 13, 2019 (AM Session – 4 Hours – In Person)
- March 6, 2019 (AM Session – 4 Hours – In Person)
- April 17, 2019 (AM Session – 4 Hours – In Person)
- May 14, 2019 (AM Session – 4 Hours – In Person OR Call In Coaching Session)

## **YOU MATTER TRAINER COMPENSATION**

- There is no compensation to trainers during the certification course activities and required targeted training deliverables.
- Once all deliverables are completed, You Matter Trainers will become a volunteer member of the ELTAU team and when contracted to deliver additional trainings will receive remuneration.

## **QUALIFICATIONS**

- Have at least three (3) years of experience working at the program leadership level as a Grant Manager or Program Director or at least four (4) years of experience working as a Site Coordinator.
- Have an understanding of what Social-Emotional Learning is and be committed to assisting expanded learning programs and their staff to reach the next level of quality and sustainability.
- Have experience in presenting professional development to staff.
- Experience using computer technology including Email, PowerPoint, Word, and Web Browsing.

## **ROLES AND RESPONSIBILITIES**

- Attend and actively participate in all scheduled certification course activities.
- Upon completion of the certification course, volunteer You Matter trainers will commit to coordinate, organize, and deliver three (3) targeted trainings to various expanded learning program leaders and staff using technology and resources with the goal of reaching 100 participants total through these trainings.
  - Trainer agrees to work collaboratively with ELTAU staff: when scheduling and implementing the You Matter workshops.
  - Trainer agrees to follow established You Matter resources and materials.
  - Trainer will require participants to sign-in and complete an evaluation form.
  - Trainer will submit completed sign-in sheets and evaluation forms to ELTAU.

## **APPLICATION PROCESS**

- The application form can be accessed on ASPIRE at <http://aspire.lacoe.edu> (under LA County Forms/You Matter Application).
- The application must be fully completed and once submitted will be reviewed as received.
  - **COMPLETED APPLICATIONS can be scanned and emailed to:** Michelle Perrenoud at [Perrenoud\\_Michelle@lacoe.edu](mailto:Perrenoud_Michelle@lacoe.edu) OR faxed to 562.922.6687.
- **Application must be signed by** 1) the Applicant AND 2) Immediate Supervisor AND 3) Grant Manager of the District or Executive Director of the organization.
- Once the completed application is received, it will be reviewed and the applicant will be contacted regarding their pending participation in the project.
- The application process will be ongoing through November 23<sup>rd</sup> or until available slots fill (whichever comes first).

**EMM: YOU MATTER**

*For Elementary School and Middle School Programs Only*

***Certification Course***

**TRAINER APPLICATION**

**Please PRINT**

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

STREET: \_\_\_\_\_

CITY: \_\_\_\_\_

STATE: \_\_\_\_\_

ZIP: \_\_\_\_\_

DAY PHONE: \_\_\_\_\_

OTHER PHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

CURRENT JOB TITLE: \_\_\_\_\_

SITE/DEPT. \_\_\_\_\_

EMPLOYER NAME: \_\_\_\_\_

SUPERVISOR NAME: \_\_\_\_\_

SUPERVISOR PHONE: \_\_\_\_\_

SUPERVISOR EMAIL: \_\_\_\_\_

***BRIEF RESPONSES REQUIRED TO THE FOLLOWING QUESTIONS***

1. Describe your experience with SEL and the qualities you believe demonstrate your potential to succeed.
  
2. Describe your experience as a program supervisor and building staff capacity/presenting professional development.
  
3. Describe how you plan to carve out time from your current position to devote the time needed to complete the certification course AND deliver the three trainings in your program/community.

***By signing below: I acknowledge that I have read the You Matter Trainer Description and agree to its terms.***

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Immediate Supervisor Signature**

\_\_\_\_\_  
**Grant Manager OR Exec. Dir. Signature**