



SUMMER MATTERS INITIATIVE TRAIN THE TRAINER DESCRIPTION and 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 ***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. Thirty five (35) individuals will be chosen to represent their geographic location and disseminate summer expanded learning content. **Summer Project Trainers (SPT) will deliver targeted trainings to various audiences using technology and web resources.**

TRAINER QUALIFICATIONS:

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

DELIVERABLES

- Each SPT will be required to review supplemental materials in addition to attending **Two Train the Trainer workshops on February 8, 2016 and February 9, 2016 (MANDATORY). The trainings will be held from 8 am – 5 pm. Both trainings will be held at LACOE in Downey, CA in the MAC Lab. These are the only two days this training will be offered.**
- 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 take place in February and April 2016.
- After the workshop, each SPT will coordinate, organize, and provide a minimum of two (2) trainings by no later than July 31, 2016
- Trainings will be provided to Program Directors, Site Coordinators and Frontline staff.
- Each SPT agrees to reach a minimum of fifty (50) participants through these trainings by no later than July 31, 2016.
- Each SPT will utilize the online training center for instructions and use iPads to train and access all training resources and materials.
- Each SPT 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 SPT 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 SPT will submit the participant Sign-in sheets and all Evaluations to the ASTAU, no later than four (4) business days after each training.
- Each SPT 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 2016. You may visit any site but your own site to conduct these visits.
- Each SPT will participate in a 90 minute Webinar at the end of summer. The webinar will take place on Friday, September 16, 2016 from 11:30 am – 1:00 pm

BENEFITS TO THE SUMMER 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 SPT who successfully completes the requirements of the contract may keep the iPad.



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 Project Trainers (SPT)**. 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 **SPT** will be provided 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 Summer Project Trainer (SPT): _____

(2) Name of recommended Summer Project Trainer(SPT): _____

(3) Name of recommended Summer Project Trainer (SPT): _____

Approved by: _____, Grant Manager (sign)

_____, Grant Manager (print)

Please attach a Program Application and a Project Trainer Application for each recommended Summer Project Trainer and email (scanned copy) them to ginty_maryjo@lacoed.edu by **February 2, 2016**.



SUMMER PROJECT TRAINER APPLICATION

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)