

BLENDED FORMAT

You Matter Institute

- December 4 - 6, 2019 (All Day – Each Day – In Person)

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

- February 25, 2020 (AM Session – 4 Hours – In Person)
- March 24, 2020 (AM Session – 4 Hours – In Person)
- April 21, 2020 (AM Session – 4 Hours – In Person)
- May 12, 2020 (AM Session – 4 Hours – In Person – Graduation)

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 as a Site Coordinator, Program Director, or Grant Manager.
- 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 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 1st or until available slots fill (whichever comes first).

EMM: YOU MATTER Trainer Institute (Cohort 2)

For Elementary School, Middle School and High School Expanded Learning 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