



Ken Wagner, Ph.D.
Commissioner

State of Rhode Island and Providence Plantations
DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
Shepard Building
255 Westminster Street
Providence, Rhode Island 02903-3400

May 24, 2018

To: Superintendents/Building Administrators
From: Mary Ann Snider, Deputy Commissioner
Re: Teaching and Learning Fellow

Due Date: June 23, 2018

The Rhode Island Department of Education is seeking individuals in central office, building administration, or teacher leader roles to apply for a **Teaching and Learning Fellow** position beginning in the 2018-2019 school year. The fellowship is reviewed each year with a potential of an extension of an additional one or two years. We are seeking strong candidates with an understanding of the principles around high quality curriculum and instructional materials, along with a deep understanding and knowledge of the impact of professional learning systems. Candidates must have demonstrated leadership skills and successful management experience.

I hope you will share this opportunity with individuals in the afore-mentioned roles who you think could lead this work and would find it invigorating. During 2018-2019, RIDE was able to begin a discussion related to the importance of high quality instructional curriculum and materials, along with related professional learning through the RIDE Honors Colloquium. We're excited about the opportunities in the upcoming year to continue that discussion and to provide support to districts as they adopt high quality curriculum and instructional materials and develop exemplary and sustainable professional learning systems.

If you have any questions about the application materials (see below) or about the fellowship, please do not hesitate to contact Ruth Furia at 401-222-8897 or ruth.furia@ride.ri.gov.

The application deadline is June 23, 2018.

**Rhode Island Department of Education
Teaching and Learning Fellow**

The Rhode Island Department of Education is soliciting applications for a Teaching and Learning Fellow.

The fellow will support work with LEAs to adopt and implement high quality instructional materials and develop professional learning systems. The fellow will also participate in activities related to the priority areas of the Division of Teaching and Learning.

Requirements: Applicants must have the support of their local district to participate in the fellowship program. This information is also posted on <http://www.ride.ri.gov/InsideRIDE/RIDEOffices/EducatorExcellenceCertificationServices.aspx>

Application Deadline: The fellow position is renewable and is contingent each year upon performance and funding. **The application deadline is June 23, 2018.**

RIDE is an Affirmative Action/Equal Opportunity Employer

Interested Applicants: Please complete the enclosed packet and forward all requested materials, along with a letter of intent to:

Rhode Island Department of Education
Division of Teaching and Learning
255 Westminster Street 4th Floor
Providence, RI 02903
Attn: Ms. Ruth Furia
ruth.furia@ride.ri.gov

If you have any questions or require additional information, please do not hesitate to contact Ruth Furia at 401-222-8997.

**RHODE ISLAND DEPARTMENT OF EDUCATION
DIVISION OF TEACHING AND LEARNING
Teaching and Learning Fellow
DUE DATE: June 23, 2018**

General Description of Duties:

The Rhode Island Department of Education is seeking a candidate with experience as a central office leader, building leader, or teacher leader to serve as a Teaching and Learning Fellow for the school year commencing August 2018 and ending June 2019, with the potential of an additional one to two years depending on the results of annual performance reviews and available funding. Fellows work for the number of days in the regular contractual year recognized by their district and are required to work up to 20 additional days for additional compensation. Current principals, assistant principals, coaches, department chairs and other administrators or teacher leaders are eligible and encouraged to apply.

The Department's intent in establishing the position is to support RIDE's priority for high quality curriculum and instructional materials and professional learning systems. This fellow will work with the three offices within the Division of Teaching and Learning and other divisions/offices as appropriate to enhance statewide capacity of LEAs to select and implement high quality instructional materials and to develop comprehensive professional learning systems to support them.

Supervision Received:

The fellow will report to the Deputy Commissioner and will work collaboratively with the directors within the Teaching and Learning Division, team members, and other offices as appropriate. The fellow will have the latitude to exercise independent judgment; however, the fellow's performance will be subject to periodic review.

Supervision Exercised:

Generally none. The fellow may work as part of teams, in collaboration with others, or separately with latitude for the exercise of independent judgment to achieve results.

Scope of Work:

The Curriculum and Teaching and Learning Fellow will add necessary capacity to meet the expectations of the CCSSO High Quality Instructional Materials and Professional Development Strategic Plan relating to the adopting of high quality instructional materials and professional learning systems to support its effective implementation. The fellow will be a member of the High Quality Instructional Materials and Professional Learning team. Additionally, the fellow will provide assistance to broader work related to professional learning and curriculum in efforts to support improved teaching and learning in RI schools. The fellow will also liaise with statewide education organizations, working to build long term partnerships to continue the fellow's work after the end of the term.

In addition, the Teaching and Learning Fellow will:

Deep Impact: Successful Implementation of high quality Curriculum and Instructional Materials and Professional Learning Systems to support implementation.

- Develop a protocol to support LEA instructional material decision making including RI additional considerations for quality of cultural relevance and implementation.
- Develop professional learning tools designed to assess the short term and long term (more sustained professional learning activities).
- Co-facilitate two LEA working groups to select and plan for implementation of high quality instructional materials or to develop comprehensive professional learning systems.

Broad Impact: Develop overall supports for LEAs regarding the broader Teaching and Learning initiatives

- Train all LEAs on the use of the decision- making tool to support RI achieving its goal of 80% of new instructional material adoptions being of high quality
- Communicate with LEAs regarding the new Professional Learning Standards.

The fellow will work the same number of days per year as provided by his/her own districts contractual agreement with the ability to negotiate a flexible work and vacation schedule. The fellow may be required to provide services for an additional 20 days for additional compensation.

Qualifications:

Candidates must:

- Currently be a full- time administrator, teacher, support professional in a Rhode Island public school.
- Demonstrate a record of successful leadership or classroom teaching.
- Demonstrate organizational, writing, technological and time-management skills.
- Demonstrate the ability to facilitate adult dialogue and learning.
- Demonstrate leadership in working with educators.

Preference is given to applicants who have in-depth knowledge of and experience, with curriculum and instructional materials and professional learning systems and who have demonstrated the ability to work as a member of high performance team in a learning community.

Application and Selection Process:

Submit letter of interest and current resume with completed application package and required references by:

Rhode Island Department of Education
Division of Teaching and Learning
255 Westminster Street 4th Floor
Providence, Rhode Island 02903
Attn: Ms. Ruth Furia

**RHODE ISLAND DEPARTMENT OF EDUCATION
DIVISION OF TEACHING AND LEARNING
Teaching and Learning Fellow- Leadership
DUE DATE: June 23, 2018**

Application Details

Eligibility

Full-time elementary, middle and secondary teachers, support professionals, current fellows or administrators or those in central office roles in the public school districts of the state of Rhode Island are eligible to apply for this fellowship.

Fellowship Application Procedures

To apply for a fellowship, applicants must submit a complete application that includes:

1. A clear, concise statement in response to the prompt provided;
2. Supportive materials and statements, as stipulated; and
3. A recommendation from the applicant's building administrator or Superintendent and one other person addressing the suitability of the individual for this role.

In addition, the Superintendent of Schools should indicate the district's agreement to maintain the candidate's salary, fringe benefits, and seniority rights as if the educator were still working within the district. The fellow's membership in the collective bargaining unit for the district shall continue during the period in service to RIDE, if applicable.

All required materials **must be received on or before June 23, 2018** at the Rhode Island Department of Education, Division of Teaching and Learning, 255 Westminster Street, 4th Floor, Providence, Rhode Island 02903. The attached application and recommendation forms may be reproduced as needed. Additional applications are available by contacting Ruth Furia, at 401- 222-8897 or ruth.furia@ride.ri.gov.

**RHODE ISLAND DEPARTMENT OF EDUCATION
DIVISION OF TEACHING AND LEARNING
Teaching and Learning Fellow
DUE DATE: June 23, 2018**

APPLICATION: APPLICANT'S ASSURANCES

This application must be completed in full and must include at the time of filing:

- ✓ A current resume (3 pages maximum) describing your education and pertinent experiences.
- ✓ One (1) recommendation from the applicant's building administrator (or superintendent, should the applicant be a principal).
- ✓ One (1) recommendation from a person of the applicant's choosing.
- ✓ One (1) agreement from the superintendent of schools indicating the district's agreement to maintain the candidate's salary, fringe benefits, and seniority rights as if the teacher were still working within the district.

All submissions must be original documents.

You are NOT an eligible applicant if you are not currently a full-time teacher, support professional, fellow or administrator in RI.

Employment Status:

Are you currently a full-time teacher, fellow or administrator? Yes No

If yes, indicate number of years of full-time teaching experience and/or leadership experience: _____

Grade/subject(s) being taught/led this school year: _____

School district in which currently employed: _____

District: _____ Dates of Employment: _____

School/District where previously employed (if within last 5 years):

School: _____ District: _____

Signature of Applicant

Date

**RHODE ISLAND DEPARTMENT OF EDUCATION
DIVISION OF TEACHING AND LEARNING
Teaching and Learning Fellow
DUE DATE: June 23, 2018**

APPLICATION ESSAY

**Please provide a response to the following prompt using a maximum of 300 words. What are the most critical curriculum, instructional and professional development issues facing schools today?
What are the essential skills needed to address the issues that currently exist in those areas?**

**RHODE ISLAND DEPARTMENT OF EDUCATION
DIVISION OF TEACHING AND LEARNING
Teaching and Learning
DUE DATE: June 23, 2018**

SUPERINTENDENT ASSURANCE FORM

Print in ink or type all information on this application.

Name of Applicant: _____

This section is to be completed by the superintendent of schools of the district in which the applicant is currently employed.

Superintendent: _____

District: _____

I hereby certify that _____ is currently a full-time employee
Name of Applicant

in this district and has been since _____. Mo./Day/Year

I have read this application, support it, and provide assurance that should this applicant be nominated as a fellow and require release time from his/her teaching responsibilities consistent with this proposal such release time will be provided without changing the salary and benefits that the teacher/principal is entitled to or jeopardizing any rights the fellow would have had if s/he were not participating in the fellowship program; in addition, the district will recognize the applicant's continued membership in the collective bargaining unit for the district, if applicable.

Date

Signature of Superintendent

**RHODE ISLAND DEPARTMENT OF EDUCATION
DIVISION OF TEACHING AND LEARNING
Teaching and Learning Fellow
DUE DATE: June 23, 2018**

**APPLICATION: BUILDING ADMINISTRATOR OR SUPERINTENDENT REFERENCE FORM
(if the applicant is a principal, this reference should come from the superintendent)**

Print in ink or type all information on this application. Reference may be completed on a separate page.

Name of Applicant: _____

Name of Building Administrator or Superintendent: _____

School or District Name: _____

Please provide your judgment of the ability of the applicant to succeed as a Teaching and Learning Fellow at RIDE.

Date

Signature of Building Administrator or Superintendent

**RHODE ISLAND DEPARTMENT OF EDUCATION
DIVISION OF TEACHING AND LEARNING
Teaching and Learning Fellow
DUE DATE: June 23, 2018**

APPLICATION: REFERENCE FORM

Print in ink or type all information on this application. Reference may be completed on a separate page.

Name of Applicant: _____

Your Name: _____

Relationship to Applicant: _____

Please provide your judgment of the ability of the applicant to succeed as a Teaching and Learning Fellow at RIDE (2 pages maximum).

Date

Signature of Reference