

Thank you for your interest in becoming an instructor candidate with the NYSUT Education & Learning Trust (ELT). ELT is a nonprofit professional development organization focused on delivering quality site-based and online professional learning designed to enhance the quality of teaching and student learning. We offer graduate and undergraduate courses, inservice programs, seminars and group facilitation providing instructors with an array of venues with other educators.

ELT's professional programs focus on practical, research-based, teacher tested strategies and skills that provide teachers with a far greater repertoire to address students' needs and to guide and challenge them to pursue greater learning. ELT's graduate and undergraduate courses are designed to enhance teaching and learning and are approved by partnering two and four-year colleges and universities. In fact, many courses are accepted by the New York State Education Department to meet specific certification requirements.

Instructor candidates are selected on the basis of the criteria listed below:

- academic preparation
- professional performance
- commitment to excellence in teaching and learning
- use of innovative practices
- five year minimum teaching experience
- 18 credits beyond a Master's Degree or status as a National Board Certified Teacher
- support of the union
- regional needs

Should you be interested in becoming part of the ELT Team, the following documents must be completed and submitted to ELT. Applicants are submitted to our college partners for approval semesterly with the exception of summer.

- Resume
- Personal Statement
- Recommendation Form
- Official College Transcripts (including 18 hours beyond Master's Degree OR Official notification as a National Board Certified Teacher)

Documents should be sent to ELTNwIns@nysutmail.org or NYSUT ELT, 800 Troy-Schenectady, Road, Latham, NY 12110. Candidates will receive a confirmation email indicating that items were received. If you do not receive a confirmation, please call us at 800-528-6208.

All applicants will participate in an interview by ELT representatives. Additionally, a candidate's credentials must be approved by our partnering colleges, if applicable.

New instructors will be notified in writing as to the status of their candidacy and **will be required to attend ELT's two-day New Instructor Training followed by 6-day course content training. Both trainings are generally held in August at NYSUT HQ.** For those qualified candidates interested in teaching online, there will be a *Moodle This!* online training offered at a date yet to be determined. Further details regarding instructor training will be provided to candidates upon approval.

Questions? Contact us at ELTNwIns@nysutmail.org or 800-528-6208

NEW INSTRUCTOR EXPECTATIONS

The following describes the quality characteristics required in the NYSUT Education & Learning Trust (ELT) instructor candidates:

- Recognized and respected professional - we seek a professional who is a NYSUT member with a reputation as an outstanding highly effective teacher, a recognized leader, and someone who is respected by his/her peers.
- Time and commitment - the individual candidate should be available to devote the amount of time necessary to attend training sessions, to plan presentations and to network in order to promote ELT programs.
- Knowledge of the "system" - the instructor candidate needs to understand ELT's connection to the union structure, the school district structure and teacher centers. They should have the ability to work effectively within these structures. He/she needs to know whom to contact and how to work cooperatively with them. Successful instructors need to be able to present information, not only to teachers in training, but also to school boards, administrative groups, teacher centers, Professional Development Teams and union executive boards to obtain their support.
- Experience in planning and conducting training for adults – instructor candidates should possess prior experience acting as a resource for other teachers. Experience in organizing sessions, setting agendas and motivating others, in designing and conducting training that is appropriate for adult learners.
- “Special Competencies” as an outstanding professional – instructor candidates should be innovators, initiators and risk-takers who go above and beyond the usual expectations of the teaching profession as an outstanding professional. These can be demonstrated through additional trainings and graduate work, outstanding skills in specific areas, experiences with adult training in seminars or courses, and awards/recognitions.

Instructors are independent contractors serving as NYSUT ELT representatives for the programs in their areas, and responsible for the promotion and establishment of course work. Instructors work under the direction of ELT leadership and staff.

The time commitment required to successfully teach a course varies. However, the planning, actual instruction of the course, preparation time and administrative requirements add up to an average of approximately 75 hours. Instructors receive an honorarium comparable to that received by adjunct faculty at colleges in New York State.

NEW INSTRUCTOR EXPECTATIONS CONT'D

Resume

Your resume should include the following:

- Subject area certification
- Highest degree earned
- Official College Transcripts (including 18 hours beyond Master's Degree OR Official notification as a National Board Certified Teacher)
- Presentation experience
- Examples of leadership
- Community involvement
- Awards, recognition
- Professional teaching experience (suburban, urban, etc.)
- Union activities
- References

Personal Statement

ELT requires a one page personal statement highlighting five character traits that describe you as a person.

Recommendation Form

Recommendation Form should be filled out by applicant as well as your Administrator or Colleague. Completed form should be sent to NYSUT ELT.

Transcripts or National Board Certification

Please send official college transcript, including 18 hours beyond Master's, to NYSUT ELT, 800 Troy-Schenectady Road, Latham, NY 12110.

If you are a NBCT, please send a printed copy of your notification letter.

NEW INSTRUCTOR TERMS & CONDITIONS

I understand that by affixing my name below, I accept the following conditions with respect to becoming an instructor candidate for NYSUT Education & Learning Trust (ELT).

1. I understand I need 18 credits beyond my Master's Degree and/or National Board Certification.
2. This is a competitive process and not all applicants will be selected.
3. Applicants are reviewed by ELT's Board of Trustees and university partners. Approval by both parties is required to be an ELT instructor.
4. Accepted applicants are considered Independent Contractors serving NYSUT ELT. Instructors will sign a yearly Independent Contractor Agreement, which is renewed each fiscal year.
5. Additional training is required of New Instructors before they are allowed to offer courses and/or professional development programs. Training sessions shall be provided by ELT and expenses deemed reasonable and necessary (housing and meals) during the training period will be paid by NYSUT ELT.
6. NYSUT ELT Instructors will adhere to all operational policies and procedures promulgated by the Trust.
7. ELT instructors are required to offer at least one course per academic year to maintain their status of ELT Instructor.
8. ELT Instructors commit to attending ELT Regional Instructor Meetings held during the year (one per semester).

Date

Name