

SEMINAR FACILITATOR CANDIDATE APPLICATION COVER & INSTRUCTIONS

Thank you for your interest in becoming a seminar facilitator candidate with the NYSUT Education & Learning Trust (ELT). ELT is a nonprofit professional learning organization focused on delivering quality site-based and online seminars for members that are designed to enhance the quality student learning.

ELT's professional programs focus on practical, research-based strategies and skills that provide educators with a far greater repertoire to address students' needs and to guide and challenge them to pursue greater learning. As an approved provider, all ELT's seminars are eligible for Continuing Teacher and Leadership Education (CTLE) hours.

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

- academic preparation and certification
- professional performance
- commitment to educational excellence
- use of innovative practices
- five year minimum educational experience
- NYSUT membership
- regional needs

Should you be interested in becoming part of the ELT seminar cadre team, the following documents must be completed and submitted to ELT.

- Application Form
- Resume
- Personal Statement
- Recommendation Form
- New Seminar Facilitator Terms and Conditions

Documents should be sent to ELT-NW@nysut.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.

Applicants will be notified in writing as to the status of their candidacy and **will be required to attend an ELT New Seminar Facilitator Training**. Further details regarding facilitator training will be provided to candidates upon approval.

Questions? Contact us at ELT-NW@nysut.org or 800-528-6208

SEMINAR FACILITATOR CANDIDATE PROFILE

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

- Recognized and respected professional - we seek a professional who is a NYSUT member with a reputation as an outstanding highly effective practitioner, 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, prepare for presentations and facilitate seminars.
- Knowledge of the "system" - the facilitator candidate needs to understand ELT's connection to the union structure, the school district structure and teacher centers. He/ She should have the ability to work effectively within these structures, know whom to contact and how to work cooperatively with them. Successful facilitators need to be able to present information, not only to educators in training, but also to school boards, administrative groups, teacher centers, Professional Learning Teams and union executive boards to obtain their support.
- Experience in planning and conducting training for adults – the facilitator candidate should possess prior experience acting as a resource for other practitioners. Experience in organizing sessions, setting agendas and motivating others, in designing and conducting training that is appropriate for adult learners are qualities of an effective facilitator.
- “Special Competencies” as an outstanding professional – facilitator candidates should be innovators, initiators and risk-takers who go above and beyond the usual expectations as an outstanding professional. These can be demonstrated through additional trainings, outstanding skills in specific areas, experiences with adult training in seminars or courses, and awards/recognitions.

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

SEMINAR FACILITATOR CANDIDATE APPLICATION COVER

Application Form

Complete the application form that is provided and obtain the signature indicating you are in good standing with the union from your local president.

Resume

Your resume should include the following:

- Subject area certification(s)
- Highest degree earned
- Presentation experience
- Examples of leadership
- Community involvement
- Awards, recognition
- Professional 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

The Recommendation Form should be filled out by applicant, as well as an administrator or colleague, and sent to ELT.

New Seminar Facilitator Terms and Conditions

Thoroughly read the Terms and Conditions. Then sign, date and submit with your application. Your application cannot be processed until this form has been submitted.

Documents should be sent electronically to ELT-NW@nysut.org or mailed to:

NYSUT ELT, 800 Troy-Schenectady, Road, Latham, NY 12110

Questions? Contact us at ELT-NW@nysut.org or 800-528-6208