



HARDEMAN COUNTY SCHOOLS PROFESSIONAL DEVELOPMENT SUMMER 2019 – RFP GUIDELINES



Date: April 19, 2019
To: Hardeman County Schools Teaching Staff
Cc: Building Principals, Director of Schools, Central Office Staff
FROM: Steven Gibson –Asst. Director for Secondary/CTE

GOAL(S): **Goal #1-** To provide classroom teachers with quality, in-house professional development opportunities.
Goal #2- To recognize and promote the in-house expertise of Hardeman County Teachers while emphasizing the benefits of peer-to-peer instruction.

INCENTIVES: Presenter's selected will receive credit for 2 days of in-service for the summer of 2019. In addition, presenters will receive a \$300 stipend.

TASK: Identify in-house staff willing to present/share ideas as a part of the 2019 Hardeman County Schools Summer Professional Development Program. Presenter's/proposals will develop their own ideas culminating in presenting 5 1-hour presentations on July 31st. Examples of ideas **might** be:

- Effective Tier I Instruction, including types of assessments and utilizing student data
- Classroom Management Techniques
- Effective use of Instructional Technologies

GUIDELINES: Proposal criteria:

- Proposals must be able to present on all day on July 31st. Once the proposals are selected, there may be adjustments that have to be made to accommodate presenter needs. These are the only dates available and participants will have to work together to synchronize.
- Reference Scoring rubric and proposal template for specifics. Proposals will include the following items:
 - **TITLE**
 - **TARGET AUDIENCE/GRADE LEVEL:**
 - **SYNOPSIS** (1 paragraph / 250 words or less) – Provides a summary of the content that will give proposal evaluators an accurate feel for what will be covered in your program.
 - **LEARNING OBJECTIVES:** Describe the benefits to be gained by participants choosing your session.
 - **AGENDA** (1page)
 - **PLANNING CONSIDERATIONS:** What resources will be required in order to put the proposal into action.
 - **TRAINING EVALUATION:** Short multiple choice and/or open ended evaluation that participants will use to provide feedback on the training effectiveness. This survey will reviewed and digitized and

submitted via on-line survey tool Survey Monkey during planning sessions #1 and #2.

RESOURCES: Proposals should give appropriate thought to the planning process and outside resources that may be required. Selected presenters must be available to attend the coordination meetings in May, if necessary. During coordination meetings, planning for outside resources such as classroom space, lab space, lunch planning, post-training evaluation planning and support will be identified and synchronized. We will not be able to provide resources that are not maintained in house.

REVIEW: Proposal will be peer reviewed by a group composed of teachers, principals and central office staff. 2 proposals will be selected to present in May. The proposals will be scored blindly without names attached to the proposals. Reference the Scoring Rubric for more details.

SUBMITTING RFP: RFPS are will be accepted beginning Friday, April 19th through 3:00p.m on Friday, May 10th, 2019.

SUBMIT PROPOSALS IN EITHER:

- HARD COPY FORMAT** or
- DIGITAL FORMAT**

IF SUBMITTED HARD COPY, DROP BY CENTRAL OFFICE FRONT DESK IN FULL SIZED BROWN / MANNILLA ENVELOPE LABELED:

SUMMER PD 2019
c/o Steven Gibson
Assistant Director for CTE/Secondary/Transportation

IF SUBMITTED via EMAIL, SEND TO:

gibsons4@hardemancountyschools.org