

Dane County Parent Council's
Agency Scholarship Packet
for
T.E.A.C.H. or In-Agency Educational Financial Support

Packet includes:

- * Dane County Parent Council's T.E.A.C.H. Policy & Procedure
- * Essay Content Outline
- * Professional Development Plan Proposal Form
- * T.E.A.C.H. informational brochure

“Make the most of yourself, for that is all there is of you.”

Ralph Waldo Emerson, Philosopher and Writer

Dane County Parent Council's T.E.A.C.H./In-Agency Policy & Procedures for Educational Financial Support

T.E.A.C.H. (Teacher Education and Compensation Helps)

- Links training, compensation and commitment to improved quality of early childhood and school age care and education.
- Involves a partnership for the sharing of expenses by the recipient of the scholarship, the sponsoring program, and the T.E.A.C.H. @Early Childhood Wisconsin Scholarship program.
- Provides scholarships for the completion of one of the following scholarship models:
 - * Wisconsin Infant Toddler Professional Credential Scholarship
 - * Wisconsin Professional Credential for Child Care Administrators Scholarship
 - * Mentor Scholarship
 - * Apprenticeship Scholarship
 - * 6-8 Credit Scholarship
 - * Associate Degree Scholarship
 - * Bachelor Degree Scholarship

Dane County Parent Council staff that wish to make an application to T.E.A.C.H. or In-Agency Educational Financial Support will adhere to the following procedures:

1. The applicant is to meet with their immediate supervisor to discuss applicant's professional development plan. The potential applicant and supervisor will present proposed professional development plan to applicant's Site Director and applicable Child Development Director for signed approval.
2. The applicant and supervisor will discuss the available educational options; T.E.A.C.H., In-Agency Educational Financial Support, Dane County Parent Council's expectations and employee commitment.
3. The applicant arranges a meeting with his/her supervisor and the Professional Development Director to discuss applicant's initial professional development proposal. (Form#507)
4. Initial applicant approval will be based upon the following:
Available agency funding, availability of substitute teachers to cover for release time and number of staff within the program/agency currently participating in T.E.A.C.H.
5. The Professional Development Director reviews the proposal and in writing informs applicant of approval or disapproval of the professional development proposal.

6. The applicant prepares the following agency scholarship packet which includes:
- * **3 page essay** addressing the following questions:
 1. Why he/she wants to pursue a scholarship. (include professional & personal goals)
 2. How he/she intends to accomplish their professional development plan as written including strategies in providing classroom coverage while applicant is completing coursework.
 3. Discuss commitment to the agency within the essay.
 4. Include years of service in the field of early childhood education as well as years of service to Dane County Parent Council, Inc.
 - * **Include 2 letters of recommendation:**
 - 1st from a supervisor
 - 2nd from a professional colleague
 - * **Current Performance Appraisal**

(Agency scholarship packets are available from the Professional Development Director)

7. If the professional development proposal is initially approved, the Professional Development Director will utilize the following rubric for reviewing the agency scholarship application.
- Essay=10 points** (2.5 points for each question, points based on content, spelling and grammar)
 - Current Performance Appraisal= 10 points**
 - Letters of Recommendation=10**
 - Total= 30 points
8. The applicant's professional development proposal is presented to the Executive Committee on behalf of the Professional Development Director. The applicant may be interviewed by the Executive Committee.
9. The Executive Committee will provide final endorsement of the applicant. The approved applicant will be notified of his/her scholarship recommendation. The applicant will complete and submit necessary forms required by T.E.A.C.H. to the Professional Development Director who will ensure materials are sent to T.E.A.C.H. If recipient is awarded the In-Agency Scholarship, recipient will work with the Professional Development Director in completing and submitting appropriate forms.
10. Our Chief Financial Officer will provide official signature on the T.E.A.C.H. application. Applicant is to retain a copy of application in his/her professional file prior to giving completed forms to the Professional Development Director.

11. When the applicant is granted the scholarship, tuition payment will be made to the college by T.E.A.C.H. (In some cases, because the course begins before T.E.A.C.H. awards the scholarship or before T.E.A.C.H. is able to process the contracts, Dane County Parent Council may prepay the course fee to the educational institution.) Reimbursement will then be made to Dane County Parent Council.
12. When the T.E.A.C.H. recipient reviews the contract for the scholarship, it should be signed by the recipient and the recipient's Site Director and sent to the Professional Development Director for processing. A copy will be sent to T.E.A.C.H. A copy will be placed in the recipient's personnel file in the Human Resource Department.
13. The T.E.A.C.H. participant will pay his/her portion of the expenses as required. Dane County Parent Council will pay their portion of the expenses as required. These are stated in the contract. The In-Agency scholarship recipient will have tuition and books paid for by the agency.
14. The T.E.A.C.H. participant will be assigned to a counselor from T.E.A.C.H., but should also keep his/her center supervisor informed as to progress or problems with the program.
15. The T.E.A.C.H. participant is responsible for enrolling in the appropriate courses. The In-Agency recipient is responsible for enrolling in the appropriate courses as outlined in the Professional Development Plan.
16. When a T.E.A.C.H. participant has completed the entire scholarship model, the recipient's supervisor and Professional Development Director must be notified so any bonuses or pay increases can be processed. (DCPC has selected the Bonus Option)
17. Professional development plans are to be reviewed annually with the recipient, supervisor and Professional Development Director.

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Essay Content Outline

Directions:

The following 3 page, typed essay must include your responses to the following questions.

- * Why do you want to pursue a T.E.A.C.H. scholarship? (Be sure to include your professional and personal goals)
 - * How do you intend to accomplish your professional development plan as written? Do include strategies in providing classroom coverage while you are completing your coursework.
 - * Discuss your commitment to Dane County Parent Council.
 - * Include your years of service in the field of early childhood education as well as years of service to Dane County Parent Council.
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Letters of Recommendation

The completed application packet you provide to the Professional Development Director must include two letters of recommendation: one from a supervisor and one from a professional colleague.

Current Performance Appraisal

You must submit your most recent performance appraisal with your completed application packet.

Rubric for Assessing Completed Agency Application Packet=30 points

Essay = 10 points

2.5 points for each question (Points based on content, spelling and grammar)

Current Performance Appraisal=10 points

Letters of Recommendation=10 points