**Excellence in Co-Teaching Initiative: Application for Co-Teaching Demonstration Sites**

According to the 2013-2014 Virginia’s Special Education Annual Performance Reports to the Public, about 62 percent of students with disabilities spend 80 percent or more of their instructional day in the general education classroom. While the most frequently used model of service delivery is co-teaching, the literature and observational data suggest co-teaching has yet to reach its full potential as it relates to student achievement and effective implementation. To enhance the co-teaching model in Virginia, the Virginia Department of Education (VDOE) established the Excellence in Co-Teaching Initiative in 2014 and currently is seeking nominations from building and division leadership of co-teaching partners and their schools to expand the number of demonstration sites across the state. The following sites are needed:

Elementary classrooms in all Regions of the state;

Middle and High school classrooms; while all applications will be considered, there is a particular need for demonstration sites in Regions 1 and 8 and for science and social studies classrooms.

**Purpose, Benefits, Expectations and Selection** The goal of the Excellence in Co-Teaching Initiative is to design a professional development model of co-teaching that supports successful access to the general education curriculum for students with disabilities, to recognize outstanding co-teaching practices, and to provide opportunities to support teacher leaders. Demonstration sites showcase the implementation of co-teaching by promoting a collaborative model in which general and special education teachers share responsibility for the achievement of all students in the general education classroom through active co-teaching, collaboration, and implementation of inclusive and research-based practices. Demonstration co-teachers are successful general and special educators who utilize the most current educational techniques and instructional media that contribute to effective teaching practices in their specific teaching areas.

New co-teaching partners selected to participate in the initiative will assist in enhancing current co-teaching practices of teachers across the state by modeling best practices in co-teaching during on-site visits and sharing resources with others through a variety of means. Sites will be competitively selected based on review of their submissions for Sections 2 – 6 of the attached application.

**Benefits for a Demonstration Site** Each demonstration site will receive training and individualized technical assistance and support that represents over $10,000 in high-quality professional development, resources and teacher stipends. The VDOE Special Education Instructional Service, Program Improvement and Instruction offices will provide:

* Training and support for the demonstration site co-teaching staff.
* Training and support for leadership from each demonstration site.
* Consultation to building administrators.
* Follow-up materials and print/Web-based resources.
* Site visit feedback.
* Lodging, meals and mileage reimbursement for staff from any demonstration site required to participate in training, as well as substitute pay reimbursement.

**Demonstration Sites Roles and Responsibilities**

* The first responsibility of demonstration teachers is to their students.  In no case is a demonstration lesson allowed to interfere with the ongoing program, nor is the number of demonstrations permitted to be excessive.
* The demonstration site will provide pre-scheduled on-site and/or virtual observation visits. The number of site visits will be limited. All site visits will be coordinated by the assigned Training Technical Assistance Center (TTAC).
* The co-teaching partners and the school will provide a model of best practices in a co-taught classroom for teachers and administrators who visit, including knowledge of and ability to demonstrate the models of co-teaching, co-planning, and co-assessing.
* The co-teaching partners will be expected to continue their normal instructional routine during the visits. A site visit protocol will be developed and no site visit will occur prior to October/November of the upcoming school year. A one year commitment is required.
* The demonstration site will work closely with the TTAC staff in the scheduling of visits and as a support for the demonstration site. The professional development needs of the co-teaching partners will be addressed at no cost to the school.
* The co-teaching partners will participate in the development and review of Web-based professional development resources and may participate in distance mentoring activities.
* The demonstration site co-teaching partners will participate in a minimum of three professional development meetings. Principals will be encouraged to attend two of the scheduled meetings. Travel-related expenses will be reimbursed.
* Each demonstration site will receive a grant of $10,000 as follows:
  + $5,000 of the funds will be provided to support school-based initiatives to enhance the achievement of students with disabilities, including research based intervention, assistive and instructional technology, tutoring and materials.
  + $2,500 per person stipend for co-teaching partners for participation.

**Co-Teaching Initiative Application**

*Applications should be completed by co-teachers and their building administrator. Please submit completed application packets (Sections 1-7) by Friday, April 15, 2016.*

**Section 1: School /Division Contact Information**

**School Division** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School Name

School Address

School Phone Number

**School Principal** (First and Last Name)

E-mail Address

**Subject & Grade of Co-Teaching**

**Teacher 1** (First and Last Name)

Area of Certification

School and personal E-mail address

**Teacher 2** (First and Last Name)

Area of Certification

School and personal E-mail Address

**Section 2: Rationale** [20 points]

Provide a written rationale (not to exceed 1 page) describing why your school is interested in becoming a co-teaching demonstration site. Discuss how your co-teaching partners and building leadership will be able to assist in providing a positive professional development observation experience for colleagues who visit.

**Section 3: Criteria for Demonstration Site Consideration** [30 points] Provide in writing, not to exceed two pages, evidence that your school has the elements of an effective and successful co-teaching service delivery model. Describe how this has been accomplished and the impact of co-teaching on student outcomes. Support your statements with data related to attendance, discipline and referral statistics, achievement, SOL performance, and/or other evidence of success.

**Section 4: Demonstration Video** [20 points]Provide a 5-10 minute video in which the co-teaching pair demonstrates and discusses the implementation of one or more co-teaching model/s in the classroom. Example videos from the current demonstration sites are available at:

<https://ttaconline.org/Online-Training/MLbTE3FyBnEe7Gh-Rcu3kOu-JEI8V_HS/Online-Training-real-co-teachers-of-virginia>.

Please follow local policies on videos, classroom observations, confidentiality, etc. If the video complies with division policies, the video may be uploaded to You Tube or other video-sharing services. A link should be provided as part of the application. Additional options for submitting the video include providing it on a DVD or uploading to Single Sign-on for Web Systems (SSWS) portal using Dropbox to deliver to Dr. Teresa Lee. This system is the property of the Virginia Department of Education. Access to this system is limited to persons authorized as an Account Manager within your school division. The division technology administrator should be able to assist with the process.

**Section 5: Sample Lesson Plan** [10 points]Provide a copy of a co-teaching lesson plan that was implemented in a class, and outline the role of each co-teacher throughout the lesson. Provide reflective feedback on the implementation of the lesson, including what worked well and what was learned that could improve the lesson.

**Section 6: Commitment Letters and Resumés** [10 points]Provide the following:

* Letter of commitment from the School Principal
* Letter of commitment from the School Division Director of Special Education
* Resumés of the general and special education teachers

**Section 7: Application Approval Signature Form** The printed name, date, and signature of the teachers, principal, special education director and the superintendent are required on the next page, and should be submitted with Sections 1 – 6.

Submit completed application by Friday, April 15, 2016 to Dr. Teresa Lee at [Teresa.Lee@doe.virginia.gov](mailto:Teresa.Lee@doe.virginia.gov) or Virginia Department of Education, P.O. Box 2120, Richmond, VA 23218-2120. If you have additional questions, please call Dr. Teresa Lee at (804) 371-8283.

**Co-Teaching Initiative Application Section 7**

**Approval Signature Form**

**Teacher 1:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Teacher 2**:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

Signature:

**School Principal:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**School Division Special Education Director:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**School Division Superintendent:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_