

Sample Letter of Invitation and Application Packet for Professional Development Network Members

In (*State name*), we are highly committed to ensuring that young children (birth to five) receive effective early intervention and early childhood special education services that improve child outcomes. We have established an initiative to increase the implementation of selected evidence-based practices and enhance the outcomes for children and families. This effort includes establishing a state-level, cross-sector, leadership team to guide the initiative; a professional development network of training and technical-assistance providers to build the capacity of programs and practitioners; and demonstration and implementation sites.

The State Leadership Team is seeking applications from individuals who meet the criteria outlined below and who are willing to make a minimum two-year commitment to become part of a statewide network of professional development providers who will provide training, technical assistance, and program coaching to build the capacity of programs and practitioners. If the applicant needs release time or a change in job description and time from their current employer, the application must indicate the agreement of the employer in the application packet below.

Professional Development Network Member Activities

- Monthly contacts with the network
- Participation in state training and technical-assistance events (Program-Wide Leadership Team training, coach training, data-coordinator training, practitioner training)
- Review background readings and training materials related to the selected EBPs
- Provide external coaching to support implementation site leadership teams
 - Assist team leaders in planning monthly leadership team meetings
 - Attending and supporting monthly leadership team meetings
 - Assist implementation site with product and report development
 - Assist implementation site with professional development and coaching activities
 - Mentorship of practitioner coach(es)
 - Provide assistance to data coordinator in using data systems and preparing data for review by leadership team
 - Support leadership team in using data for decision-making and reporting evaluation results
- Assist in the development of a professional development plan for state training activities
- Plan future training events
- Provide train-the-trainer events to build state training capacity
- Provide coach-training events to build coaching capacity
- Provide data-coordinator training to build data-based decision-making capacity
- Conduct program-wide implementation events to build the capacity of program-wide implementation leadership teams
- Provide ongoing, sustainable consultation and guidance to trainers and coaches within the state

Professional Development Network Member Criteria:

- Coursework in early childhood education or a related field
- Experience in training, coaching or mentorship
- Five years' experience working with infants, toddler, and/or preschoolers and their families
- Experience as a teacher or administrator in an early childhood setting
- Experience with observational assessment tools
- Experience working with children with special needs
- Experience leading and participating on collaborative teams
- Experience providing technical assistance as well as training across diverse early childhood settings
- Work in early childhood education, a minimum of five years
- Master's degree in early childhood or early childhood special education

Required Commitment:

- Must attend all training events, in person and online
- Weekly contact with implementation sites, a minimum of four hours per week, depending on size of district or program

Application Packet

Applications are due on or before _____ by e-mail to: *(state coordinator contact information) Name Organization/Agency Name*

School District/Agency Name: _____

Phone: _____

Address: _____

E-mail: _____

___ I/We have read the information in this document in full regarding the opportunity to become an Program Coach for the evidence-based practices initiative.

___ My/Our names below indicate our program's commitment to meeting the expectations outlined in the previous pages.

Name of Applicant	Signature	Date
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Name of Program Administrator	Signature	Date
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___ The program director signature section does not apply to me.

___ Attached is a signed letter of commitment from my program administrator (or agency) director/supervisor/board chair or school principal indicating an understanding of the training commitment I will be required to fulfill as well as a commitment on the part of my agency to assist with ongoing activities to sustain training and implementation in the state.

___ I understand that if selected as a member of the professional development network, I will be required to participate in approximately 10 days of face-to-face training and one day per week participation in web-based training, leadership team meetings, site visits, conference calls, and state training/outreach activities.

___ I understand that I will be expected to fulfill additional training requirements in year two of the project and that I will be responsible to provide train-the-trainer, program-wide implementation, and coach-training events and collect evaluation data to help build training capacity and program-wide adoption and implementation of the EBPs.

Work Experience

Please provide complete responses to the items below.

1. Describe your educational experience including coursework in early childhood special education or related field.
2. Describe your work experience in working with infants, toddlers, and/or preschoolers

with/without special needs.

3. Describe your work experience in coaching and working with families.
4. Describe your experience in leading and participating on collaborative teams.
5. Describe your experience in providing technical assistance across diverse early childhood settings.
6. Describe your experience in providing coaching/mentoring.
7. Describe your experience in working in early intervention and/or early care and education settings (at least five years of experience).
8. Describe any experience you may have with program-wide implementation of evidence-based practices or providing consultation to programs for systems change.
9. Describe your experience in supporting practitioners to use data-based decision making.
10. Describe your knowledge of and experience using the selected evidence-based practices.

The contents of this document were developed under cooperative agreements from the U.S. Department of Education, #H326P120002, #H326P17001, and #H326B170003, from the Office of Special Education Programs, U.S. Department of Education. However, these contents do not necessarily represent the policy of the U.S. Department of Education, and you should not assume endorsement by the Federal Government. ECTA Center Project Officer, Julia Martin Eile and NCPMI Project Officer, Jennifer Tschantz.

This document can be found at:
<http://ectacenter.org/sig>

ecta Early Childhood
Technical Assistance Center



Office of Special Education Programs
U.S. Department of Education



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Pyramid Model
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