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MEMORANDUM

TO: School District Superintendents
School District Professional Development Directors
Deans/Directors of Teacher Preparation Programs

FROM: Pam Stewart

DATE: October 25, 2013

SUBJECT: **Clinical Educator Trainer Preparation Sessions**

The purpose of this memorandum is to announce the application process for an additional **Clinical Educator Trainer Session** being sponsored by the Florida Department of Education. This program is intended to prepare clinical educator trainers to conduct the training program in locally delivered workshops.

Program Description: Clinical Educator Trainer Preparation

This program prepares trainers to deliver modules that develop clinical skills for assisting teachers in both the classroom setting and the student service setting. Areas addressed by this program include diagnosing performance of educators and students, providing feedback on professional performance, and preparation and implementation of professional development plans.

A prerequisite for attending this trainer preparation session is previous completion of the Clinical Education Training (Participant Level) for supervising teachers. This first level of training is provided at the school district level. It is required for all district personnel and teachers (including school psychologists, guidance counselors and school social workers) who supervise or direct students during field experience courses or final internships. In addition, this training is required for all individuals in postsecondary teacher preparation programs who instruct or supervise preservice field experience courses or internships.

An additional workshop is being scheduled from March 25-27, 2014, in Orlando, Florida. This workshop will use an electronic delivery method for training materials, so applicants should plan to bring a laptop computer to the sessions. Location will be sent to participants upon acceptance into the training session.

Registration:

- An application for the workshop must be completed at <http://data.fldoe.org/register/prodev>. Early registration is advisable. Due to the nature of the training, a limited number of participants will be accepted.
- You will receive electronic confirmation of your application submission. An application will be reviewed and information regarding the status of acceptance into the training cohort will follow at a later date.

Accommodations/Travel Expenses:

Hotel reservations, if needed, are to be made on an individual basis at local hotels. A list of district-recommended nearby hotels will be sent to participants upon acceptance into the training session.

- There are no special room blocks reserved for this event. Contact the hotel of your choice for information concerning room rates, street address, directions and how to ensure tax-exempt status.
- Individuals participating in the trainer preparation session are responsible for all travel expenses (hotel, mileage, per diem, meals, etc.). **The department will not reimburse workshop participants for any expenses incurred as part of their participation in this training session.**

Training Materials/Schedule:

- There is no registration fee for participating in this training session. All participant materials are free, including the Participant Training Manual and accompanying electronic files.
- The three-day training session begins at 9:30 a.m. on the first day and ends at 4:30 p.m. On the second and third days, training starts at 8:30 a.m. and ends at 4:30 p.m.

If you need additional information about the program, please contact Sangeetha Wollet at 850-245-0559 or by email at Sangeetha.Wollet@fldoe.org. In addition, you may visit <http://www.fldoe.org/profdev/clined.asp>.