

FLORIDA DEPARTMENT OF EDUCATION



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DPS: 2009-187

MEMORANDUM

TO: District Professional Development Contacts
Pre-service Program Contacts

FROM: Kathryn S. Hebda

DATE: October 14, 2009

SUBJECT: CLINICAL EDUCATOR TRAINER PREPARATION SESSION

The purpose of this memorandum is to announce registration for a **Clinical Educator Trainer Session** being sponsored by the Department of Education in support of efforts to increase the supply of highly effective teachers. The program is intended to prepare Clinical Educator Trainers to conduct the training program in locally delivered workshops.

Program Description: Clinical Educator Trainer Preparation (CET)

This newly revised 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 teacher preparation students during field experience courses or final internships.

KATHRYN S. HEBDA, DEPUTY CHANCELLOR FOR EDUCATOR QUALITY
DIVISION OF PUBLIC SCHOOLS

Session:	Clinical Educator Trainer Preparation
Prerequisite:	Completion of participant level Clinical Education Training
Host District:	Orange County Public Schools Curriculum Services - Instructional Development Department (407) 317-3200
Training Location:	Orange County Public Schools Educational Leadership Center 5 th floor - TAB Room 445 W. Amelia Street Orlando, Florida 32801
Date:	December 14-16, 2009

Registration:

- Registration for the workshop may be completed online at <http://data.fldoe.org/register/prodev>. These sessions fill up rapidly, so 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. Applications 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 such as the ones listed for informational purposes below:

Orlando Marriott Downtown
400 West Livingston Street
Orlando, FL 32801
Telephone: (407) 843-6664

Courtyard by Marriott Orlando Downtown

730 North Magnolia Avenue
Orlando, FL 32803
Telephone: (407) 996-1000

Embassy Suites Hotel Orlando Downtown

191 East Pine Street
Orlando, FL 32801
Telephone: (407) 841-1000

Sheraton Orlando Downtown Hotel

60 South Ivanhoe Boulevard
Orlando, FL 32804
Telephone: (407) 425-4455

- 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 Participants Training Manual, accompanying DVDs and a CD.
- The three-day training session starts 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 around 4:30 p.m.

If you would like additional information about the program, please contact Henry Pollock, by telephone at (850) 245-0546, or via e-mail at henry.pollock@fldoe.org. In addition, you may visit the following website: <http://www.fldoe.org/profdev/clined.asp>