



Learning Site Roles

HOST TEACHER

- Your job is to open your classroom to other educators and to reflect on your practice. You will work with the facilitator and your students to prep for the day.
- Host teacher should be a “humble expert”: ready to share your work with colleagues from across the district, and open to feedback and growth.
- There’s sub coverage available for the day of the Learning Site if necessary.
- Stipend for the role is \$500 for BTU members.

LEARNING SITE FACILITATOR

- Your job is to guide participants through the Learning Site experience and to prepare the host teacher for the day. You must be willing to facilitate the Learning Site and be available for at least one preview observation of the host teacher.
- There’s sub coverage available if necessary.
- Stipend for this role is \$500 for BTU members.

VIRTUAL SESSION FACILITATOR

- Your job is to attend the Learning Site and lead the post-Learning Site virtual follow-up sessions using Zoom.
- You must be willing to plan and facilitate 3 virtual sessions in the 90 days following the Learning Site.
- The Learning Site Facilitator or Host Teacher may also assume this role if they are interested.
- Stipend for this role is \$500.

The Telescope Networkers will help plan logistics and operations. This includes scheduling, communication, promotion, student surveys, authorizing sub coverage, and awarding credit at the end of the session. We will assist with other parts of the planning as needed.



Host Teacher Checklist

The following are the requirements of a Host Teacher to be awarded the \$500 stipend through the Telescope Network.

Host Teacher Checklist

Time	Task	Resources/Examples	Done?
Prep Work	Practice obs & debrief w/ facilitator (3-4 wks before LS)	protocol	
	Prepare and survey your students (1 wk before LS)	template	
	Co-create driver diagram w/ Facilitator	template & examples	
Set-Up	Share your lesson plan w/ facilitator (-2 days)		
	Finalize sub plan/coverage plan (if necessary)		
Night Before	(optional) Join the virtual pre-session		
Day Of	Teach lesson that connects to the LS topic.		
	Join for post-observation discussion	protocol	
After	Debrief with LS team		
	Complete Follow-Up survey		

Student Impact

"[The Learning Site] gave the class a shared experience that really built a community. It became part of what made that group a group. They kept asking, 'Are other classes doing this?'"

Teacher Impact

"Day to day there just isn't time to sit down and consolidate your ideas. [This process] helped me begin to formalize what I was trying to do, to put language around it... It's been really useful for me to be able to see 'Oh, this is why I'm doing what I'm doing'... and to begin solidifying and replicating this strategy in a way that's more intentional, less trial and error."

Chris Madson
EMK Academy
Host Teacher
Project Based Learning (PBL) Learning Site
November 2018



Facilitator Checklist

The following are the requirements of a Learning Site Facilitator. LS Facilitators that are also BTU members are eligible for a \$500 stipend through the Telescope Network.

Facilitator Checklist

Time	Task	Resources/Examples	Done?
Prep Work	Practice obs & debrief (w/ Host Teacher)	protocol	
	Co-create driver diagram w/ Host Teacher	template & examples	
	Co-create agenda for the Learning Site	participant agenda / facilitator agenda	
Set-Up	Review host teacher's lesson plan		
	Prepare tech and virtual materials		
Night Before	Facilitate pre-session		
Day Of	Welcome participants		
	Facilitate post-observation debrief & discuss	protocol	
After	Debrief with LS team.		
	Complete follow-up survey		

Facilitator Impact

"It was wonderful to share the time with such thoughtful teachers. It was a great learning experience for me and a pleasure!"

Barbara Najjar-Owens
Mather Elementary School
Facilitator
Groups That Work Learning Site
May 2019



Virtual Facilitator Checklist

The following are the requirements of a virtual facilitator to be awarded the \$500 stipend through the Telescope Network.

Virtual Facilitator Checklist

Time	Task	Resources/Examples	Done?
Before Virtual Sessions	Set dates of virtual sessions		
	Attend Learning Site		
	Debrief with LS team		
	Send email reminders to virtual session participants	sample	
	Plan 3 virtual sessions through Zoom (use materials from Networkers to plan and adapt those sessions to individual focus of Learning Site).	template	
During Virtual Sessions	Prepare materials for session (logs/reflections)		
	Facilitate virtual sessions (1 per month / 3 months)		
	Remind participants to complete exit ticket	Exit ticket	
	Track attendance of participants.		
After Virtual Sessions	Complete Follow-Up survey		
	Review data and reflections with the Networkers		

Virtual Session Facilitator Impact

"I really liked the structure of the sessions. Really saw this as a coaching role. I was able to provide feedback as the holder of the focus/frame for the conversation."

Adina Schechter

McCormack Middle School

Virtual Session Facilitator

Fostering Civic Engagement Learning Site

February 2020