



DISTRICT LETTER OF COMMITMENT 2023-2024

District Name: _____ **USD** _____

This Letter of Commitment is being prepared on behalf of the district to indicate our commitment to participate in the TASN Co Teaching project for this FY24 school year. As a district, our intent is to meet the criteria listed below in order to earn the \$1500 annual stipend.

Criteria 1:

The administrator completes and submits this signed Letter of Commitment including selection and identification of:

- Participating Buildings
- Designated Administrator(s)
- Coach(es)
- Co teaching Team members (*Note: Team may consist of one general ed teacher/ELL and one or more special ed teacher, related service provider, instructional support provider or paraeducator*)

Criteria 2:

The administrator agrees to ensure the completion of the following training by the designated team members.

Designated Administrator

- Attends Co-Teaching Introductory Webinar for Administrators
- Attends Initial Co-Teaching Training
- Provides substitute or adequate coverage for coach (full day) & co-teachers (1 hr for each team)

Coaches

- Attend initial Co-Teaching Training
- Attend Coaches' Training
- Participate in monthly coaches connect webinars
- Complete and document coaching sessions (Online observation tool is preferred)
- Attend Planning for Sustainability Training
- Complete Co-Teaching Survey

Co-Teachers

- Attend initial Co-Teaching Training
- Complete follow-up activities (coaching sessions and Co-Teaching Survey)

Upon completion of the above criteria, the administrator will submit a request for payment by May 20, 2024.

My signature verifies our district's commitment to complete the participation criteria.

Printed Name of Administrator:

Signature of Administrator:

Email Address

Date

Co-Teaching Team Assignment Form

Please submit this form with your signed LETTER of COMMITMENT

District Name:		USD#:	
Name of Building #1	Address of Building #1		
New or Continuing Building?			
Coach Name:	Coach Email Address:	Coach Position:	
Name of Co-Teacher	Email Address:	Co-Teacher Position:	

Name of Building #2	Address of Building #2		
New or Continuing Building?			
Coach Name:	Coach Email Address:	Coach Position:	
Name of Co-Teacher	Email Address:	Co-Teacher Position:	

Name of Building #3	Address of Building #3	
New or Continuing Building?		
Coach Name:	Coach Email Address:	Coach Position:
Name of Co-Teacher	Email Address:	Co-Teacher Position:

Name of Building #4	Address of Building #4	
New or Continuing Building?		
Coach Name:	Coach Email Address:	Coach Position:
Name of Co-Teacher	Email Address:	Co-Teacher Position:

Please complete the Commitment Letter and the District Co-teaching Team Assignment. Send the completed forms to Shonda Anderson sanderson@ucpnet.org Contact Shonda Anderson for additional information or clarification. We look forward to seeing you at the TASN Co-teaching training.



Information Sheet for 2023-2024 Co-teaching Cohort

The table below outlines the individuals from a district and the time commitment that is required for participation.

Core Trainings	
Who should attend?	Training Event Details
Initial Co-teaching Training or Co-teaching with Paraeducators <ul style="list-style-type: none"> District Administrators Identified District Co-Teaching Coach Building Principals Teachers Optional - Paraeducators 	Check Calendar of Events Registration on https://ksdetasn.org/events 4 to 6 hours These training events are currently being offered virtually. Please contact Shonda Anderson about scheduling a training event. sanderson@ucpnet.org or (515)360-4896
Administrative Responsibilities for Supporting Co-teaching <ul style="list-style-type: none"> District and building administrators Identified District Co-Teaching Coach 	This is a webinar for participating administrators.
One Day In-District Coaching <ul style="list-style-type: none"> Identified District Co-Teaching Coach Co-teachers Optional – Admin 	This is a 20-30 minute observation and 20-30 minute feedback session for each co-teaching team. The purpose is to model the process for the district coach. This is scheduled with each individual district.
Co-Teaching Coach Training <ul style="list-style-type: none"> Identified District Co-Teaching Coach(es) Optional – Building Principal 	1 Day Search for training events on the TASN event calendar. https://ksdetasn.org/events
Sustainability Training and Long-term Planning <ul style="list-style-type: none"> District and building administrators Identified District Co-Teaching Coach Optional: Co-teachers 	1 Day Multiple sites will connect
Supplemental Trainings	
Other trainings available to Co-teaching teams and district coaches	
Differentiated Instruction (2-Day Event) UDL Access for All	Effective Instruction & Cooperative Learning Other TASN sponsored events
Coaches' Connect Webinars	
Coaches are encouraged to join the live webinars at 9am on the scheduled date. Recorded webinars are posted @ https://ksdetasn.org/co-teaching/coaches-connect	