

This document provides an overview of the Mobile CSP PD Facilitator job position. This document works in conjunction with the terms outlined in the job description all PD Facilitators will be required to review before applying for the PD Facilitator position with the Mobile CSP program.

The PD Facilitator job description is available at [Position Description - FACILITATOR](#) . Please review the following details within the job posting *before applying*:

- Overview/Job Summary
- Responsibilities
- Required Qualifications
- Preferred Qualifications

Participation | Participation in the Mobile CSP project as a PD Facilitator is dependent upon reaching enrollment goals for each professional development cohort within 30 days before its start date. If Mobile CSP is unable to meet minimum enrollment requirements (10 teachers/cohort), the PD may be canceled and PD Facilitator employment terminated. *More information about professional development options can be found here: <http://www.mobile-csp.org/participate>.*

Required Training | All PD Facilitators are hired as employees through the University of Minnesota-Twin Cities, and therefore subject to undergo applicable human resources processes and training. To complete the hiring process, you will need to submit a job application which will include basic information (contact information, current and past employment, resume, etc.) and complete the onboarding process with UMN's HR department (background check, direct deposit forms, Title IX training, etc.). Those hired as PD Facilitators will be expected to attend a two-day training in late spring. *Note: Lodging, flight, and meal costs are covered for this training.*

Expectations and Timeframe | PD Facilitators are expected to participate in ongoing training activities, including an initial orientation and monthly check-ins with the Mobile CSP team, as well as provide professional development to a PLC during the summer with follow-up support during the academic year. Expectations and important dates are outlined below. More information will be provided in detailed pacing guides for the summer and academic year PD.

	Immersion In-Person PD Facilitators	Immersion - Online PD Facilitators	Extended - Online PD Facilitators	Extended - Hybrid PD Facilitators
PD Facilitator Training 10-12 hours	Spring (May 19-21, 2023 in the Twin Cities): Orientation Summer: Occasional online check-ins with the project team End of Summer: Meet with project team to wrap-up summer and prepare for fall Academic Year: Monthly online check-ins with the project team			
Summer PD 50-100 hours	<ul style="list-style-type: none"> • Spring/Summer: Refine pacing guide for local logistics; meet with local organizers as needed • 2 weeks before PD: Introductions to PLC 	<ul style="list-style-type: none"> • 2 weeks before PD: Introductions to PLC • 1 week before PD: Email to PLC with practice zoom, Unit 1 • Week 1: 2 or more weekly online PLC 	<ul style="list-style-type: none"> • 2 weeks before PD: Introductions to PLC • 1 week before PD: Email to PLC with practice zoom, Unit 1 • Weeks 1, 2, & 3: 2 or more weekly online PLC 	<ul style="list-style-type: none"> • 2 weeks before PD: Introductions to PLC • Week 1: Meet daily in person with regional PLC • Weeks 2 & 3: Meet online daily • Week 4: Meet daily in person,



	<ul style="list-style-type: none"> Days 1-5: Meet daily in person with PLC members (up to 40 hours total); make adjustments each evening as needed 1 week after PD: Complete PD scoring and tracking as needed E-mail communication should be maintained with participants throughout the summer PD. 	<ul style="list-style-type: none"> meetings Week 2: 2 or more weekly online PLC meetings, complete PD wrap-up logistics 1 week after PD: Complete PD scoring and tracking as needed E-mail communication should be maintained with participants throughout the summer PD. 	<ul style="list-style-type: none"> meetings Week 4: 2 or more weekly online PLC meetings, complete PD wrap-up logistics 1 week after PD: Complete PD scoring and tracking as needed E-mail communication should be maintained with participants throughout the summer PD. 	<ul style="list-style-type: none"> complete PD wrap-up logistics 1 week after PD: Complete PD scoring and tracking as needed E-mail communication should be maintained with participants throughout the summer PD.
Academic Year Support 45 hours (4-5 hours per month)	Providing bi-weekly to monthly online PLC meetings Maintaining open communication via email, social media, phone, etc. <i>Note: PD Facilitators will need to be flexible and work with participants to schedule times for all PLC members, which may require 2 meetings/month and some individual meetings as needed. Hybrid PLCs could also meet in person when possible.</i>			

Travel (Immersion In-Person and Extended Hybrid Only) | If accepted to participate as a PD Facilitator and assigned to lead a professional development that will meet entirely or partially face-to-face, travel, lodging, and meals will be covered for the PD Facilitator.

Compensation | If accepted to participate as a PD Facilitator and enrollment goals are met for the program, those participating as PD Facilitators will receive the following compensation (dependent on program status and format).

Extended (Online or Hybrid)

PD / Summer: \$5,000

Academic Yr 1 (December): \$1,000

Academic Yr 2 (June): \$1,000

Total: \$7,000

Immersion (Online or Hybrid)

PD / Summer: \$2,500

Academic Yr 1 (December): \$1,000

Academic Yr 2 (June): \$1,000

Total: \$4,500

Additional Opportunities:

Occasionally, the Center has additional opportunities for facilitators to work on special projects or grants. For all of these activities, the standard rate of compensation is \$50/hour and the time commitment will be clearly laid out in communications.

PD Facilitator Primary Contact | Interested in applying? Email your resume and cover letter to Pauline Lake lake0166@umn.edu.