



SCOPE OF WORK—RE-ISSUE

PROJECT NAME: CTE Teacher Coaching Project
PROJECT MANAGER: Kelly Donnelly
DATE: December 8, 2014

Project Background and Description Statement

The CTE Teacher Coaching Project is intended to support new Career & Technical Education (CTE) teachers, Type M teachers who are bringing their industry experience to the classroom and those teachers whose experience and preparation are in more traditional academic areas, but who are now responsible for delivering instruction in one or more CTE fields. The project will pair experienced CTE teacher coaches with selected educators in a peer support model. Coaching will be supplemented with three one-credit academic courses offered through the UAA Community & Technical College. For FY 15 this is a pilot project, with results intended to inform future coaching approaches.

Please note that this is a re-issue of the Request for Letters of Interest.

Eligibility

Respondents forwarding proposals must ensure that they are eligible to engage in a contractor relationship with the University of Alaska system. Preferred business structures for those submitting proposals are limited liability (LLC) or type S corporations. Sole proprietorships will be considered, however individuals who are employed as an adjunct at ANY University of Alaska campus will not be considered, as IRS regulations do not permit an individual to be both an employee and a contractor in the same period.

Deadline

Letters of interest and proposals must be received no later than January 15, 2015. Proposals should be submitted via e-mail to Kelly Donnelly at kadonnelly@uaa.alaska.edu.

Problem Statement

Due to the impacts of NCLB and budget constraints, school districts are increasingly asking non-CTE educators to be responsible for teaching CTE courses in secondary (grades 7-12). While CTE course provide an ideal opportunity for applied learning of traditional content, the unique features of CTE

pedagogy and responsibilities of administering CTE programs are areas most traditional-prepared teachers are unfamiliar. Teacher effectiveness and student learner outcomes suffer when teachers are placed in positions for which they are unprepared to deliver instruction. The CTE Teacher Coaching Project will provide peer guidance, assistance, and support in understanding CTE pedagogy, infusing a culture of safety into courses, student project management, problem-based learning, and blending CTE content with traditional academic content.

Project Goals

For the pilot of the CTE Teacher Coaching Model the goals are as follows:

- Creation of a professional development model for CTE teacher support that enhances teacher effectiveness
- Development of the infrastructure to support coaches
- Data collection that assesses both project quality and project effectiveness.

Key objectives to be accomplished by the contractor include:

- Devise a structure for coaching that addresses coaching plans, objectives, and types/frequency of contacts;
- Propose a recruitment strategy that engages teachers and building administrators;
- Development of a three credit academic course to compliment coaching activities;
- Propose a recruitment strategy for CTE coaches;
- Development and delivery of an orientation workshop for the coaches.

These objectives are not exhaustive and the contractor may offer a more comprehensive work plan.

The contract for this model will be developed in two phases:

Phase I: Design

In Phase I the contractor will work with the project manager to:

- outline the coach recruitment and training strategy,
- design the coach training,
- propose a coaching needs assessment methodology,
- identify recruitment strategies for teacher participants,
- outline the academic course and materials to accompany participant coaching, and
- specify an evaluation plan that addresses both process and outcomes.

This is a statewide project and only those proposals that articulate a statewide delivery model will be considered responsive.

Phase II is the Implementation phase with deliverables and the scope of work negotiated separately.

Funding

Funds are available for both the Design and Implementation phases. The contract for the Design Phase will not exceed \$10,000, with deliverables due by February 28th. The Implementation Phase contract will not exceed \$35,000.

Payment

Payment for each phase is associated with deliverables. In the Design Phase the contractor will receive a deposit equal to 50% of the contract cost, due when the contract is initiated. The balance will be due upon completion of the Design Phase.

1st payment: \$5,000 – due when design contract is executed

2nd payment: \$5,000—due when deliverables have been completed

Questions

Interested parties with questions should direct them to Kelly Donnelly, (907) 786-6364 or kadonnely@uaa.alaska.edu .

The CTE Coaching Project is funded by a Perkins Postsecondary Education Grant from the Alaska Department of Education and Early Development.