

Information about the Solvay UFSD T3 Program

In 2006, the Solvay Board of Education approved the “Teachers Teaching Teachers” (T3) program as a new addition to our professional development offerings. The T3 program is a series of in-service workshops created by our staff for our staff. Teachers that have expertise in a particular area can develop and conduct a workshop after school hours for other teachers. Workshop instructors are paid the instructional rate as per the STA contract for the workshop while participants may apply to receive in-service credit for attending the workshop.

For more information about developing a T3 workshop, please contact Eric Larison, Assistant Superintendent for Instruction.

Procedures

Instructors:

- Complete the T3 Program In-service Proposal/Approval form at least six (6) weeks before the first session of the workshop.
- Approval will come from the Office of Instruction within one (1) week.
- Secure a location and complete a “building use” form.
- Complete a buff-colored conference day form for curriculum planning at least two (2) weeks before the first session and turn it into your principal for approval (see contract).
- Advertise for the workshop at least four (4) weeks before the first session – include a registration form—there must be at least 6 participants for workshop to be a “go.” Instructors are responsible for advertising the workshop.
- Collect **signed hourly participation forms from** participants at the end of the workshop sessions.
- Submit signed hourly participation forms to Michelle Musengo

Participants:

- Send in-service approval form to the superintendent to be signed. He will return the signed original to you.
- Send the workshop registration form to Michelle Musengo and a copy to the person conducting the workshop.
- Notice of approval will be sent within one week.
- Attend the workshop. You must attend for the entire time to be eligible for approved in-service. If you are absent during any of the workshop hours, you will not receive in-service credit.
- Sign the bottom of your in-service approval form and return it to the superintendent’s office. Be sure to attach a copy of your certificate of attendance, signed by the workshop leader, as proof of completion to then receive in-service credit.