



Content Leader Training Applicant Guide

(Revised 11/2022)

Table of Contents

Background and Purpose	2
Application and Timeline	3
Application Directions	3
Policy Requirements	4
Criteria and Evaluation	4
Questions and Additional Information	5
Appendix: Content Leader Training Application	6

Background and Purpose

Louisiana Content Leaders

Teachers are most effective when they have access to a high-quality curriculum, ongoing professional development that helps them use that curriculum effectively, and data from a limited number of standards-aligned non-summative assessments which measure how well students are meeting the outcomes defined in the standards.

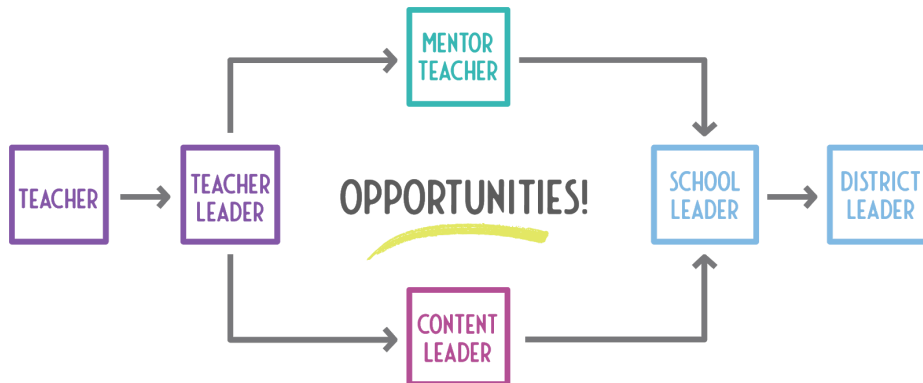


The Content Leader program builds on the success of the Teacher Leader project, which kicked off in 2012 and has grown to include more than 6,000 educators statewide. The Content Leader program has two main goals:

- Equip a cadre of talented educators with the knowledge and skills to coach and support other teachers within their schools and districts
- Grow local leadership pipelines for schools and school systems by developing talented teachers within the system

What is a Content Leader?

Content Leaders are local educators who have the knowledge, skills, and concrete resources to provide high-quality, content-rich, and curriculum specific professional development to new and current teachers in their district. The Content Leader role is also an important step in the leadership pipeline for talented local educators.



Content Leader Certificate

In October 2018, [BESE approved regulations to establish Content Leader credentials](#) in the form of ancillary certificates and to provide for content leader training, experience, and credentialing to contribute to school leader licensure.

To ensure a robust pool of effective Content Leaders, Louisiana offered statewide training from 2017 to 2020. Beginning in Fall 2019, Content Leader training proposals are accepted by the LDE and considered at least twice per year by BESE.

To earn the content leader certificate, candidates must:

- complete a state-approved training program, and
- complete the Louisiana Content Leader Assessment Series, specially designed [licensure assessments](#) unique to this role.

Application and Timeline

BESE considers applications for new Content Leader training programs twice per year, in April and October. Applicants must first complete an application for LDE review. Those applications that meet policy requirements will be recommended to BESE for approval. Following approval, providers may begin implementing their approved Content Leader training with a cohort of participants.

For providers seeking to be approved to offer ELA, Math, and Science, and K-2 Content Leader training, the timeline below will be used for submitting and reviewing applications.

Application Portal Opens By	Notice of Intent Submitted By	Application Submission Deadline	Evaluation Period	Notification of Evaluation Results	BESE Considers (if recommended for approval)
09/01/2022	10/01/2022	12/09/2022	12/19/2022 – 02/17/2023	03/09/2023	04/19/2023
05/01/2023	06/01/2023	07/10/2023	07/17/2023 – 08/01/2023	9/12/2023	10/11/2023

Application Directions

Every applicant must submit all required application components in the application portal, which can be accessed at <https://louisianabelieves.smapply.io/>.

A copy of the Content Leader application can be found in the Appendix.

Policy Requirements

As outlined in Bulletin 996, providers seeking approval to offer a Content Leader training program must submit:

1. a proposal from the director of the institution or organization that outlines the training design, coursework, and a system for evaluating the quality of training content, delivery, and operations, including analysis of the performance of participants;
2. evidence to show that the governing authority of the institution or organization endorses and financially supports mentor teacher training;
3. a full budget report for the implementation of training, including internal and external sources of funding:
 - a. university-based BESE-approved teacher preparation providers are exempt from this requirement;
4. evidence that the training program, if offered as a university course, will be offered for graduate credit; and
5. any additional information required by the state superintendent of education.

Criteria and Evaluation

To ensure alignment with policy requirements, LDE will evaluate the following training characteristics as part of the application review process:

a) program design and implementation, including

- the alignment of the proposed training to the purpose and goals of the Content Leader program;
- an explanation of how the proposed training prepares participants to successfully serve in the role of a Content Leader;
- a plan to integrate the [Content Leader Assessment Series](#) and its completion into the proposed training;

b) program alignment to LDE priorities, including

- a statement of intent to make the Louisiana Content Leader Assessment Series [licensure assessments](#) available to participants;
- an outline of proposed support for participants to complete requirements for ancillary Content Leader certification;

c) program sustainability and expansion plan, including

- a concrete plan to sustain the program operationally and financially;
- a plan and timeline to expand the program.

Questions and Additional Information

Contact BelieveAndPrepare@la.gov with questions or for additional information.

Appendix A: Content Leader Training Application

The **Content Leader Training Application** must be submitted via the online application portal. The application is available at <https://louisianabelieves.smapply.io/>.

Section I - Applicant Information

Name(s) of Submitting Provider:	
Address of Provider (Dept/Unit, Street Address/P.O. Box Number, City, State, Zip Code):	
<i>The signatories certify that the provider and the proposed project are in compliance with all applicable Federal and State laws and regulations.</i>	
PRINCIPAL APPLICANT	Name:
	Name of Provider:
	Title:
	Telephone:
	E-mail Address:
	SIGNATURE:
Staff members who will be responsible for this project. (include resumes or CVs)	

Section II - Narrative

Guiding questions are provided below for you to consider while completing the application. During the evaluation period, LDE will provide specific feedback related to these questions.

I. Description of Training	
Please upload the following documents to provide a description of the training you will provide to Content Leaders.	
1. Course syllabus that details the following 7 areas:	
(1) Training format and schedule	<ul style="list-style-type: none"> ● How will you execute Content Leader training, including the training delivery schedule and training format (in person, virtual, hybrid)? ● How many people will be a part of each training and/or cohort?
(2) Course instructors	<ul style="list-style-type: none"> ● Who will be responsible for administering the training? ● Who will facilitate the training? How will you recruit and select your facilitators?
(3) Cohort types	<ul style="list-style-type: none"> ● Which specific Content Leader cohort types will be offered (ELA, math, or intervention)?
(4) Objectives	<ul style="list-style-type: none"> ● What are the specific learning objectives for each session of each training?
(5) Assessments	<ul style="list-style-type: none"> ● How will you integrate the Content Leader Assessment Series into your training? ● On what timeline will you expect assessments to be completed and submitted? ● How will you support your Content Leaders to complete the assessments by the end of the training year? <ul style="list-style-type: none"> ○ What will be your process for monitoring completion and quality? ○ How will you encourage school & school system leaders to provide opportunities for curriculum/lesson planning support and module redelivery (if applicable)? ○ Will you include opportunities for feedback before submission to

	BloomBoard?
(6) Scope and sequence	<ul style="list-style-type: none"> ● Will you use LDE’s open-source Content Leader training materials? <ul style="list-style-type: none"> ○ If you intend to use LDE’s materials, please provide a scope and sequence that outlines the plan for each module, as well as objectives and modifications. ○ If you are not utilizing these materials, please provide a full draft scope and sequence for the training, including session topics and objectives, as well as all materials for one module. ● In which modules will you introduce each assessment? How will you integrate assessment completion into your scope and sequence?
(7) Activities/assignments	<ul style="list-style-type: none"> ● Provide examples of training activities and assignments aligned to your objectives and the Content Leader Assessment Series.
2. Recruitment Plan	
(1) Include a detailed plan that explains how you will identify and recruit training participants.	<ul style="list-style-type: none"> ● What is your plan to recruit teachers for enrollment in the training? Include evidence of district partnerships, if applicable. ● What is the estimated cost of training per participant? ● If the training is offered as a university course, please confirm that the training program will be offered for graduate credit.
3. Training Instructor/Facilitator Training and Support Plan	
(1) Include a detailed plan that explains how you will identify, train, monitor and support facilitators.	<ul style="list-style-type: none"> ● How will you train, support, and monitor training facilitators? ● What criteria will you use to identify and hire new training facilitators in the future? ● If no one from your organization has completed the certification process, how will you ensure ongoing alignment between the training and the Department’s Content Leader

	program?
II. Assessment Plan	
Please upload an assessment plan that includes details on the following:	
(1) Connections between training and assessment series	<ul style="list-style-type: none"> ● How will your training successfully prepare participants to pass the Content Leader Assessment Series? <ul style="list-style-type: none"> ○ How will you help participants break down each assessment and plan for completion? ○ How will you align your instruction to the assessments and their requirements? ● Explain and attach any additional criteria or rubrics you will use to assess training participants. ● What are the attendance and assignment expectations to successfully complete the training?
(2) Additional assessments for the training/course	
(3) Course expectations around attendance	
(4) Requirements for successful completion of the course	
III. Program Evaluation	
Please upload an evaluation plan that includes an evaluation process for:	
(1) Partnerships with external partners	<ul style="list-style-type: none"> ● What is your plan to evaluate your training implementation at different stages of the training cycle, as well as the elements listed to the left? <ul style="list-style-type: none"> ○ What data will you collect to evaluate the training? ○ How will you analyze and develop changes in response to collected data?
(2) Participant identification and enrollment	
(3) Training delivery	
(4) Participant completion of distinction assessment	
Financial Support (University-based BESE-approved teacher preparation providers are exempt from this requirement)	
(1) Please upload a file providing evidence that the governing authority of the institution or organization endorses and financially supports Content Leader training (2) Please upload a full budget report for the implementation of training, including internal and external sources of funding.	

ASSURANCES

The signatures on this page certify that the information provided in this application have been approved for submission to the Louisiana Department of Education by the Institution/Organization Head (or designee) and, if applicable, College of Education Dean (or designee).

Institution/Organization Head or Designee Date

College of Education Dean/Program Director or Designee Date