

# SD60 Collaboration Grant Program Processes 2020-2021 Information for Teachers



## ***What is Collaboration?***

Collaboration time is defined as time to release teachers from their regular classroom responsibilities in order to work together on an identified area of focus in assessment and instruction. Collaboration is a process that is used to achieve shared goals.

Each year, the district recommends areas of foci. This year, teacher teams are encouraged to focus on:

- Literacy, numeracy and all content areas (ADST, PHE etc.)
- Assessment & instructional practices
- UDL
- Inquiry based learning



Collaboration time is not meant to be a replacement for regular department or curriculum meetings, grade level networking, or prep time. It is offered as a means to extend the opportunities for working in professional learning communities that already exist in schools.

## ***Process to Request Collaboration Time***







Request for collaboration time is done by application process and should be made after teachers have reviewed and analyzed student achievement data, identified an area of need, and have developed a plan for adopting new learning resources, instructional practices, or formative/summative assessments. Interested teacher teams may make a request for collaboration time by meeting with the school Principal and completing the application through the Helpdesk.

Plans should be developed in consultation with the school Principal.

Steps to follow:

1. Requests can be made via <https://helpdesk.prn.bc.ca> under Learning Services > Collaboration
  - a. Fill in the requested information including names & dates
  - b. Include your collaboration plans within the work order (see image below).

C.

Collaboration Mission	<input type="text"/>	
Collaboration Goals	<input type="text"/>	
Collaboration evidence	<input type="text"/>	
Collaboration tasks	<input type="text"/>	
Collaboration end product	<input type="text"/>	
Collaboration Sharing	<input type="checkbox"/> Yes we'd share the learning with others <input type="checkbox"/> No	

*Please be sure to check the district events calendar on the school district website when choosing dates for collaboration time. Look for dates which do not already have a scheduled event requiring TOC time.*

### **Approval Process**

Submitted requests will be reviewed by the District Principal of Curriculum & Assessment and schools will be notified of confirmation through the *helpdesk system*. *Booking of TOC time requires the account code & helpdesk ticket number; both have to be referenced when calling and included on the teacher request for leave form. Both are found in the helpdesk ticket.* Please do not change your meeting dates once they have been confirmed without contacting us. This creates confusion and a lot of extra work for the TOC booking line.

### **Requirement for Collaboration: A Facilitator**

Collaboration time for group work requires a facilitator. The role of the facilitator includes:

- help organize the agenda for a working session
- identify an appropriate space
- ensure that all necessary materials are available,
- arrange for meeting notes or work products to be copied and circulated to all team members,
- lead the team in an evaluation of the session, and plan for the next session where appropriate.
- Provide signature sheet to LS as confirmation of participation after each session

### **Who can be a Facilitator?**

- Facilitators are usually on site, and some teams may choose to share this role by taking turns or by including District Support Teachers ([District Support Teachers 2020-21](#)). Other options include:

- Literacy or Numeracy Support Teacher
- Curriculum with Technology Support Teacher
- Complex Needs Support Teacher
- Learning Services Itinerant
- Post of Responsibility (Middle/High School)
- School or District Administrator

### ***How can Groups Structure Collaboration Time?***

Teacher groups use a variety of meeting structures to benefit the most out of their collaboration time. Collaboration models and meeting structure suggestions will be provided to the team for reference.

If you would like more information on collaboration time, please contact Charmaine Chretien, District Principal, Curriculum and Assessment at [cchretien@prn.bc.ca](mailto:cchretien@prn.bc.ca) or 250.262.6091