



## **OVERVIEW**

### ***SIM CONTENT ENHANCEMENT or LEARNING STRATEGIES*** **POTENTIAL PROFESSIONAL DEVELOPERS INSTITUTES** **SIM PPDI**

The SIM\* Content Enhancement and SIM\* Learning Strategy Potential Professional Developer Institutes are five-day professional development institutes that will use the Content Literacy Continuum as the unifying framework. Participants for the institutes will be selected through an application process. Eligible applicants should select one of the two Institutes. One person will not be able to participate in both Institutes in the same week.

The **Content Enhancement** Institute will prepare educators who have implemented the Content Enhancement Approach to teach other educators to implement Content Enhancement. The Content Enhancement Routines were developed as a part of Strategic Instruction Model\* to enable educators to teach subject -matter content to diverse classes of learners. **Instruction in the use of specific CE Routines will not be offered during this week; the focus will be on the professional development process.**

The **Learning Strategies** Institute will prepare experienced SIM educators to train other educators to implement Learning Strategies with low-achieving adolescents (including adolescents with learning disabilities). **Instruction in the use of specific learning strategies will not be offered during this week; the focus will be on instructing and coaching others to ensure effective implementation.**

**Eligible Applicants:** (a) are experienced SIM teachers, administrators, coordinators or university personnel who have previously received professional development in Content Enhancement Routines or Learning Strategies and have implemented them successfully with students, (b) have the energy and spirit required to be good professional developers, (c) have effective communication skills in teaching adults and working with administrators, and, most critically (d) have administrative support for their participation in acquiring professional development /instruction, attending update sessions to maintain their professional developer status, finding time and resources required to deliver instruction to others, and gaining wide-spread, long-term implementation success.

There is no registration fee for the Florida Potential SIM Professional Developers' Institutes for Florida educators and includes all professional development materials. Participants must purchase (at their own expense) a one-year subscription to **STRATEWORKS**, a service for SIM Network Professional Developers. Professional development materials include resources necessary for preparing and delivering professional development in the Strategic Instruction Model.

**Additional information is available through:**  
**FDLRS Administration/HRD Project**  
3841 Reid St.  
Palatka, FL 32177  
(850) 312-2265



## SIM CONTENT ENHANCEMENT Checklist of Requirements to become a Certified SIM Professional Developer

Name: \_\_\_\_\_

District/Agency/Institution: \_\_\_\_\_

Contact Information: \_\_\_\_\_

Requirements subsequent to successfully completing the five-day institute	Completed
1. Serve for one year in a co-instruction/apprenticeship relationship with a certified SIM Professional Developer. Name of the certified SIM Professional Developer: _____	
2. Read specified research articles and respond in writing to 15 frequently asked questions. Submit with portfolio for certification.	
3. Co-Instruct/Co-Plan with the certified SIM Professional Developer a Content Enhancement/SIM Overview	
4. Co-Instruct/Co-Plan a series of Content Enhancement instruction sessions in which no more than two (2) Content Enhancement Routines are taught in one day.	
5. Prepare and submit a portfolio during the co-instruction year which includes:	
A. Instruction/Professional Development plans for an Overview and a minimum of two (2) routines with no more than two routines taught in one day	
<i>Overview:</i>	<i>Routine 2:</i>
<i>Routine 1:</i>	<i>Optional Routine 3:</i>
B. Session evaluations from Overview and at least 2 additional sessions. _____ <i>Overview</i> _____ <i>Session 1 Evaluations</i> _____ <i>Session 2 Evaluations</i>	
6. Be observed and evaluated by a certified SIM Professional Developer. The mentor should submit the evaluation to a designated individual (FDLRS Administration/HRD). _____ <i>Overview</i> _____ <i>Instruction Session 1</i> _____ <i>Instruction Session 2</i>	
7. Design a written plan for instruction in your school district or agency.	
8. Submit all instruction session records and evaluations to the FDLRS Administration/HRD Project on an ongoing basis.	
9. Subscribe to STRATEWORKS.	
10. Complete all Potential Professional Developer requirements within 2 years.	
11. To remain Active: <ul style="list-style-type: none"> <li>a. Attend at least one state, regional or international update session every 2 years to maintain certified active status.</li> <li>b. Maintain the STRATEWORKS subscription which runs from Sept. 1 to Sept. 1 of each school calendar year.</li> </ul>	

### Additional information


## **APPLICATION PROCESS and DIRECTIONS**

### **POTENTIAL SIM CONTENT ENHANCEMENT PROFESSIONAL DEVELOPERS' INSTITUTE**

**Step 1.** Review the Application Checklist and use it to ensure that all necessary items are included for application. When directions are noted, they are found in the text below. Applicants may include a copy of the checklist with application materials but should maintain a copy for their own records.

**Step 2.** Follow the directions below for completing each of the specified items.

#### **Directions for PORTFOLIO CONTENTS**

Submit a portfolio including:

- Teacher-generated copies of one or more of each of the following items:
  - Planning routine diagram (course, unit, or lesson)
  - Concept routine diagram (Concept Mastery Routine, Concept Comparison Routine, or Concept Anchoring Routine)
- Two devices constructed by students in their own handwriting for each of at least two of the suggested Content Enhancement Routines. Copies of the devices do not need to be student originals.
  - Unit Organizer
  - Lesson Organizer
  - Concept Mastery
  - Concept Anchoring
  - Concept Comparison
- Evidence such as the course syllabus, journal, or a letter explaining implementation that together with the devices shows course-wide implementation of CE Routines and development of a strategic classroom.
- Two letters of support as directed in the following paragraphs.

#### **Directions for LETTERS OF SUPPORT**

- One letter must be from the applicant's employer/administrator and should include information regarding ongoing opportunities the candidate will be given to train others as he/she completes the Professional Developer requirements. The employer/administrator should also state the willingness of the district to support the efforts of the Professional Developer to gain widespread, long-term implementation success.
- The second letter should be written by the active SIM Professional Developer who has trained the applicant in the CE Routines and may have observed the teacher using the CE Routines with students successfully. The SIM Professional Developer should address the experiences that the Professional Developer has had in instruction and observing the applicant and the energy, spirit, and communication skills that this applicant has to help him/her to become an effective Professional Developer in teaching adults. In the letter, the SIM Professional Developer should provide a commitment to "sponsor" the CE Potential Professional Developer and to assist the individual in meeting post-institute Professional Developer requirements.

### **REQUIREMENTS FOR ACTIVE SIM PROFESSIONAL DEVELOPER/SPONSOR**

Each person attending this session will need to be sponsored by an existing SIM Content Enhancement Professional Developer who will work with them to help him or her meet requirements and act as a mentor. The sponsor should be a certified SIM Professional Developer who has an active status within the SIM Network. Often the sponsor is the SIM Professional Developer who instructed the individual in specific Content Enhancement Routines. The person has the following responsibilities:

- a) To nominate the candidate for the role of Potential Content Enhancement Professional Developer, write a letter of support indicating the candidate has been observed and is using the CE Routines successfully, the individual has the energy and spirit required for a good Professional Developer, the candidate has communication skills that would be effective in teaching adults, and that the SIM Professional Developer is willing to make a commitment to “sponsor” the CE Potential Professional Development candidate and assist the individual in meeting post-institute requirements;
- b) Co-plan/teach CE professional development sessions with the candidate after the Potential CE Professional Developers’ Institute;
- c) Evaluate the candidate’s planning, teaching, and follow-up skills related to CE institutes at least twice during the year following the initial Professional Developers’ institute;
- d) Review the candidate’s portfolio, and when the candidate has met all CE Professional Developer requirements, submit the portfolio, with the sponsor’s written evaluations and recommendations for approval as a CE Professional Developer to the FDLRS Administration/HRD Project for recommendation of certification.

**Step 3.** Complete the attached application. Respond to each of the items as completely and specifically as possible. Additional pages may be added to the application when space to answer questions is inadequate.

**Step 4.** Mail all materials to:

**FDLRS Administration/HRD Project  
Attn: Mary Ann Ahearn or Valerie Watson  
3841 Reid St.  
Palatka, FL 32177**



- 4) Complete the table below indicating the instruction you have received and the experience you have had using the Content Enhancement Routines with students. Note those that you are currently using in your classroom.

<b>Content Enhancement Routines</b>	<b>Your Professional Developer</b>	<b>Instruction Date</b>	<b>Dates of Implementation (month/year)</b>	<b>Classes Taught (grade, subject, students with disabilities?)</b>
<b>Overview of CE Routines</b>			<b>XXXXXXXXXX</b>	<b>XXXXXXXXXX</b>
<b>The Course Organizer</b>				
<b>The Unit Organizer</b>				
<b>The Lesson Organizer</b>				
<b>Concept Mastery</b>				
<b>Concept Anchoring</b>				
<b>Concept Comparison</b>				
<b>Clarifying Routine</b>				
<b>Survey Routine</b>				
<b>Framing Routine</b>				
<b>Vocabulary LINCing</b>				
<b>Question Exploration</b>				
<b>Other(s)</b>				

- 5) Identify the certified SIM Professional Developer (sponsor) who will serve as your co-Professional Developer during the year you are working to become a certified SIM Content Enhancement Professional Developer.

Name: \_\_\_\_\_

Day Phone: \_\_\_\_\_

Email: \_\_\_\_\_

