

2015-2016

National Board Resource Center at Illinois State University and
(School Group Name)

Description of Illinois NBPTS Comprehensive Support System

The National Board Resource Center at Illinois State University and the Illinois State Board of Education are continuing their partnership to recruit and support teachers for National Board Certification. The Illinois NBPTS Comprehensive Support System is a statewide infrastructure that builds the capacity of NBCTs to support candidates in all regions of Illinois.

Responsibilities

Under the leadership of the Director of the National Board Resource Center at Illinois State University the administrators of (Name of School/District) and the director of the National Board Resource Center will collaborate to advance the goal of supporting the staff at (Name of School/District) through the Illinois NBPTS Professional Development program.

The following responsibilities are assigned to both parties to help achieve the goal of supporting the whole school professional development/learning program.

Administrators will:

- Collaborate with the NB facilitator and Teacher Liaison.
- Monitor attentively the amount of additional work given to teachers as a result of district professional development.
- Guarantee that all scheduled dates, times and locations for the NB Professional Development program remain intact as planned.
- Serve as an advocate for the NB Professional Development program.
- Pre-arrange meetings with the Teacher Liaison every four to six weeks to discuss review and sign the Communication Update handout.
- Recognize and respect that all questions related to the ethics of the National Board Professional Development program will be managed by the director of the NBRC.
- Attend a minimum of 1 session per semester and be present during the sessions as a learner, supporter and an active participant.
- Ensure that all teachers attend sessions and submit the NB entry to National Board by the May, 2016 deadline.
- Provide positive support to the staff members participating in the NB Professional Development program.
- Submit the signed ISU contract to the NBRC by September 1, 2015.
- Review the Memorandum of Understanding with the cohort.
- Submit the signed Memorandum of Understanding to the NBRC by September 1, 2015.
- Pay \$300 for every teacher over the ten teacher minimum and submit the payment to the NBRC by September 1, 2015 (if this applies to cohort).

Teacher Liaison

- Meet with the administrator every four to six weeks to discuss review and sign the Communication Update handout.
- Submit the signed Communication Update to the NB Facilitator following each administrator meeting.
- Communicate with NBCT facilitator as needed.
- Get feedback from the candidates.
- Help distribute materials and resources.

National Board candidates will:

- Be punctual and fully present during the sessions as a learner, supporter and participant.
- Ask questions about what you do not understand.
- Engage in professional discussions about the National Board Standards and your own teaching decisions and practice.
- Be prompt in completing assignments.
- Retain ownership of your work.
- Question your facilitator about the process but remember they are not scorers and can't approve or disapprove your work. Contact NBPTS by calling 1.800.22TEACH.
- Understand that you cannot share or use confidential information discussed or viewed within your virtual support group including video or written commentaries.
- Submit the NB component/ entry to National Board by the May, 2016 deadline.

National Board Facilitator:

- Practice and apply *NBPTS Ethical Mentoring* to:
 - Maintain the confidentiality of information discussed or viewed within the virtual group to include the candidates' electronic & written work.
 - Be correct in information that you give candidates.
 - Get answers by calling 1.800.22TEACH.
- Collaborate with the Administrator and Teacher Liaison.
- Generate professional discussions about the National Board Standards and teaching. Guide and support based on the candidate's needs.
- Be positive and enthusiastic about the process without making judgment of candidate's work. Use REFLECTIVE questioning. Since you are not the assessor for the entry, avoid words of praise or criticism.
- Facilitate candidate work in the process.
- Be punctual in starting and ending meetings.
- Provide an agenda or outline prior to the meeting.
- Provide contact information.
- Respond to candidates in a timely manner.
- Provide a calendar with regularly scheduled support sessions including topics.

National Board Resource Center Director will:

- Oversee all questions relating to the ethics of the National Board Professional Development program.
- Manage logistics- National Board and ISBE applications.
- Oversee payment made to the NB facilitator.
- Provide online NB readers to individual candidates.
- Provide training and support to the NB facilitators.

Statement of Commitment

I have read and understand my responsibilities as a member of the support team for the (Name of school/district professional development program) _____.

District Office:	Signature _____	Date _____
NBRC Director:	Signature _____	Date _____
Administrator:	Signature _____	Date _____
NB Facilitator:	Signature _____	Date _____
Teacher Liaison:	Signature _____	Date _____

Signature _____ Date _____
Signature _____ Date _____
Signature _____ Date _____
Signature _____ Date _____
Signature _____ Date _____
Signature _____ Date _____
Signature _____ Date _____
Signature _____ Date _____
Signature _____ Date _____
Signature _____ Date _____
Signature _____ Date _____
Signature _____ Date _____