



Massachusetts Department of
ELEMENTARY & SECONDARY
EDUCATION

The SEI Endorsement: A District Implementation Guide

Version 3

April, 2015

**Massachusetts Department
of Elementary and Secondary Education**
75 Pleasant Street, Malden, MA 02148-4906

*This document has been prepared as an implementation
tool and supplement to the RETELL Guidance Document*

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Introduction

The Department of Elementary and Secondary Education (Department) is engaged in a comprehensive statewide effort designed to strengthen teaching and learning for English language learners (ELLs). The RETELL initiative (Rethinking Equity in the Teaching of English Language Learners) represents a commitment to address the persistent gap in academic proficiency experienced by ELL students. At the heart of this initiative are new training and licensure requirements for the Sheltered English Immersion (SEI) Endorsement, which core academic teachers of ELLs and principals/assistant principals and supervisors/directors who supervise or evaluate such teachers must obtain.

“Core academic teachers” (herein referred to as CATs) are defined by 603 CMR 7.02 for purposes of sheltered English immersion instruction as

- early childhood and elementary teachers,
- teachers of students with moderate disabilities,
- teachers of students with severe disabilities, and
- teachers of the following academic subjects: English, reading and language arts, mathematics, science, civics and government, economics, history, and geography.

This implementation guide covers the district’s role in SEI Endorsement training in the 2015-2016 school year (SY 2016). Every district, charter school and collaborative in the state with one or more ELL has been placed into a RETELL SEI Endorsement training cohort. SEI training in Cohort 2 takes place over three “cohort years”. The training in Cohort 3 takes place over two cohort years because Cohort 3 members have the smallest number of ELLs. The significance of cohort years is explained below, in “[Assignment to a Cohort Year](#)”.

In the fall of 2015, when CATs with ELLs and the administrators who evaluate them enroll in SEI Endorsement courses, the Department will assign them to:

- Cohort 2 districts’ 3rd and final cohort year.
- Cohort 3 districts’ 2nd and final cohort year.

To see in which cohort your district or school has been placed, see “RETELL District Cohorts”, at <http://www.doe.mass.edu/retell/>

Organizing for Success

The RETELL initiative promises to have a significant impact on your district or school. A number of your CATs and administrators will participate in research-based and demanding professional SEI Endorsement coursework, and for years to come, the Department will be making ongoing professional development focused on SEI available to the field. Many teachers will set professional growth goals associated with SEI practice. Your district’s annual and cumulative progress and performance index (PPI) outcomes will depend upon meeting the needs of ELLs successfully. As you think about this work on the local level, we encourage you to:

1. Develop district and school improvement goals which build upon the training your staff are receiving by:
 - Encouraging educators to continue developing and refining their use

- of SEI practices;
 - Promoting alignment of curricula to WIDA standards; and
 - Focusing on improving outcomes for ELLs.
2. Keep abreast of RETELL-related opportunities;
 3. Incorporate your ELL Director and/or RETELL Liaison (the individual you have identified to serve as your district's primary point of contact for RETELL with the Department) into the district leadership structure, and/or assign a district-level administrator such as an Assistant Superintendent to oversee the RETELL initiative; and
 4. When working with the Department to schedule Endorsement course sections, follow the Department's scheduling submission instructions. Doing so will save both you and Department staff a great deal of time and effort.

Assignment to a Cohort Year

Assignment to a cohort year means that an educator must earn the SEI Endorsement by the end of his or her cohort year (i.e., by August 31 of the year following the educator's registration for the course), or subsequently be unable to renew, advance, or extend his or her license until s/he earns the SEI Endorsement. Teachers and administrators will be automatically assigned to the 2015-2016 cohort year by Jan 2, 2016 because that is the last semester of the final year of the no-cost SEI Endorsement initiative.

Automatic Assignment by the Department

Any CAT who had, has, or will have ELLs or administrator who supervises/evaluates them during the district's cohort window and has not:

- a. Earned the Endorsement,
- b. Received a hardship exception, or
- c. Enrolled in an SEI Endorsement course by Sep 11, 2015 and can therefore reasonably anticipate earning the Endorsement before the conclusion of the district training window

...will be assigned by the Department to the 2015-2016 cohort year by Jan 2. The Department will require the assistance of districts to ensure that individuals so-assigned are provided with notification that they have been assigned and are provided with details regarding the implications of assignment to the cohort year. These individuals will have the opportunity to enroll in spring courses, but if they do not do so, then they will not be able to renew, extend or advance their licenses after August 31, 2016 until they complete a course at their own expense or pursue another path to endorsement.

Establishing Enrollment Needs for the Upcoming Cohort Year

Cohorts 2 and 3 and Charter Schools

Based upon your October 2014 data submissions—and accounting for the CATs and administrators from your district/charter school (hereafter, "district") who have already enrolled in SEI courses for SY 2015 and are therefore projected to earn the SEI Endorsement before August 31, 2015—the Department has generated a list of the CATs of ELLs and administrators in your district who will still need to earn an SEI Endorsement

between August 2015 and June 2016. Based upon that list, the Department will establish preliminary training needs for your district's remaining cohort year. Districts will be given the opportunity to review the Department's preliminary needs estimate and propose adjustments. That process is described below.

NOTE: Subject to appropriation, the Department has committed to giving every CAT who had, has, or will have an ELL assigned to them during their district's training window and administrators who supervise/evaluate CATs of ELLs a no-cost opportunity to earn the SEI Endorsement. A district's training target does not encompass core academic teachers or administrators who are likely to have an ELL at some point in the future but who did not have an ELL during the training window.

Finalizing Course Needs

The Department needs to determine the minimum number of teachers and administrators from a given district who must enroll in SEI Endorsement courses in SY 2015-2016. In order to get this finalized number, the Department is asking districts to adjust preliminary numbers so that they accurately reflect district SEI Endorsement training needs.

With the above in mind, please take the following three steps **by April 17, 2015**.

Step 1: Download and review the RETELL educator list from the Department Drop Box

Starting April 7, in the Department Security Portal, your RETELL Liaison will be able to download a file listing all CATs and administrators who, based on district-submitted EPIMS and SIMS data, are required to earn an SEI Endorsement by the conclusion of the 2015-2016 school year because they had, have, or will have ELLs assigned to them or have or will supervise/evaluate CATs of ELLs during the district's training window.

Access to the list:

If your RETELL Liaison does not have access to the Security Portal, please have him/her contact your local Directory Administrator to add this security role to their profile or have a designated individual perform this task for the Liaison.

Category trainings:

The list *does not* provide any data regarding teachers' prior Category trainings in order to discern which SEI teachers should be taking the full-length SEI Endorsement course and which ones should be taking one of the shorter SEI Bridge courses. We are unable to provide Category training information due to problems with the data submitted to the Department. The Department has relied on district tracking of Category training. If your district's Category training data is incomplete, you may wish to ask your teachers to confirm your records. Once the Department has accurate information regarding the total number of SEI teachers requiring the full-length course and each of the shorter Bridge courses, we will be able to work with districts to schedule course offerings that meet local needs.

Bridge course eligibility based on Category Training is outlined on the district list spreadsheet.

Prior fulfillment of the endorsement requirement:

For the purpose of proposing finalized numbers of seats needed, and ascertaining who is appropriately licensed for classroom assignments, you must exercise due diligence when reviewing the list to determine that it is accurate and all educators who require the training are identified.

Teachers who were assigned ELLs after the data submission

The list will not contain core academic teachers who were assigned ELLs after the district data submission. The district must determine if teachers need to be added to the list in these cases.

Step 2: Update the RETELL educator list from the Department Drop Box

Once you have reviewed the list, you must make any changes and add course eligibility information (full course, short bridge, long bridge) before April 17th, 2015. Changes may include:

- adding names of core academic teachers who were assigned an ELL after your district's data submission or will have an ELL in 2015-2016 or
- removing names of teachers who have left the district, changed roles, or who have already earned or will earn the endorsement before the 2015-2016 SY.

Refer to [Appendix 1](#) for detailed instruction on updating the list of teachers and administrators.

Please note that ONLY CATs who had, have, or will have an ELL assigned to them or administrators who supervise/evaluate them during the district's training window are eligible for a no-cost course. The Department may remove any individuals from courses for which they are not eligible.

Step 3: Complete the online survey

This SEI needs survey enables you to provide a summary of the number of seats in each type of course that your district will need. The Department needs this information to ensure that the appropriate number of seats is available to your educators. This information will also help your district with planning. It should accurately reflect the list of teachers that you updated in step 2.

If your district proposes a number of seats that is 10% or more at variance from the Department-generated number, Department staff may contact your RETELL Liaison to discuss adjustments.

You are asked to enter your numbers into this survey **no later than Tuesday April 21, 2015.**

You can access the survey at <http://www.surveygizmo.com/s3/2028604/SEI-ENDORSEMENT-DATA-COLLECTION-TOOL-2015-2016>

Summary of steps:

1. Download the preliminary teacher list from the Department Security Portal.
2. Verify that all teachers on the list are CATs who had or have an ELL assigned during the cohort window.
3. Add core academic teachers who are not on the list but who have an ELL or will have an ELL assigned in the 2015-2016 school year.
4. Remove any names of teachers who are no longer employed in the district or who have changed roles and are no longer eligible for the course.
5. After completing steps 1-4 above, note which course each teacher is eligible to take (short bridge, long bridge, full course).
6. Upload the updated list to the Department Security Portal.
7. Complete the online survey to summarize numbers of seats needed by course type.

Inaccuracies in data

Any inaccuracies in the list and summary number of seats needed from the survey could be consequential. By providing accurate information on the list and on the survey, your district is enabling the Department to develop an SEI Endorsement course catalog that will meet your needs. Once finalized, your district and the Department will be developing course schedules on the basis of this data. If they are inaccurate, your district may find itself short of seats or required to fill more seats than are necessary or reasonable.

Meeting no-cost training obligations

On the basis of the data that your district sends to the Department through the survey and updated list, the Department will provide an adequate number of course seats. If your district does not ensure that all educators who require the endorsement take advantage of the seats made available to them before the end of the school year, then after July 1, 2016 those teachers will not be able to advance or renew their educator license under 603 CMR 7.00 and 603 CMR 44.00 until they earn an SEI endorsement. Furthermore, in accordance with 603 CMR 14.07, a teacher who has not obtained the SEI endorsement may not be assigned any ELL who was previously assigned to a teacher who did not possess the endorsement.

Management of additional course capacity

As in SY 2014-2015, if overall budget and instructor capacity allows, additional course seats may also be opened for districts. These seats would allow districts to enroll some number of teachers in excess of the minimum required enrollment target. Each district will be given a special voucher code for their teachers and another voucher code for their administrators to use during the registration process. Teachers and administrators will be required to enter their unique district voucher code as part of the registration/enrollment process. The unique voucher code allows the Department to limit the number of educators per district who can enroll (and thus guarantees course seats for districts in which educators are slower to enroll). When a district has hit its enrollment limit for the year, the registration system will block the enrollment of additional teachers from that district.

Building the Master Course Catalog for SY 2016

The Department will produce a master schedule of SEI Endorsement courses for the state that includes the required mix of full-length, short-bridge, long-bridge, and administrators' courses, appropriately distributed across the Commonwealth. The Department will need to schedule hundreds of courses for SY 2015-2016 and will rely heavily upon districts to meet this challenge.

Provide hosting sites

On the basis of finalized needs data, in May the Department will issue a preliminary statewide listing of courses for SY 2015-2016. This preliminary listing will identify districts that will be asked to host SEI Endorsement courses in SY 2015-2016. Districts hosting courses will be expected to provide appropriate sites for SEI Endorsement courses. See ["General Guidance on the Management of Courses"](#) below for more information.

Identify course instructors

The preliminary statewide listing of courses will not identify instructors or dates/times. The Department will work with districts' RETELL Liaisons and with the pool of qualified

instructors to create a finalized master course catalog.

The Department will provide district RETELL Liaisons with a listing of all qualified SEI instructors. **District liaisons will be expected to contact instructors to fill courses that their district will be hosting.** In some cases, Liaisons may not be able to find available instructors, in which case Department staff will assist them in that process. Additional information on the instructor selection process will be provided in May.

The assist with ensuring an adequate instructor supply for the 2015-2016 school year, the Department asks that Liaisons share the RETELL Instructor Recruitment Flyer with any and all qualified and interested educators within their districts. The flyer was attached to the April 7 e-mail and can also be found in [Appendix 2](#) of this Guide.

It is crucial that potential instructors be notified as soon as possible of the training sessions that are conducted in August so they can plan to attend. All previously trained instructors need to complete a one-day refresher training and all new instructors need to complete a three-day full training session. If they do not complete the training, they will not be able to teach courses. The training dates are as follows:

August 10	Returning instructor training session	Malden
August 11	Returning instructor training session	Malden
August 12-14	New instructor training session	Devens
August 17	Returning instructor training sessions	Malden
August 18	Returning instructor training session	Malden
August 19-21	New instructor training session	Devens

* Additional training details will be announced in May

Input proposed schedule

In May, the Department will give Liaisons access to a course schedule development tool. As Liaisons confirm course scheduling information (exact course location, instructor, course session dates and times, make-up dates, etc.), they will be expected to input these proposed schedules into the scheduling tool. Liaisons will not be allowed to submit an instructor's name for a course until that instructor has confirmed his/her availability for the dates and times the district is submitting.

The target date for completing input of course schedules into the scheduling tool will be **May 27**, approximately two weeks after the statewide listing of courses has been released. Liaisons must input these proposed schedules with great attention to detail, and proofread all schedules before submission. Errors regarding dates, times, days of the week, etc. can have a range of consequences for participants, instructors, the districts, and the Department.

Instructor work orders

Instructors must submit a work order prior to the start of the course. If an instructor does not submit the work order, the course will be canceled. Liaisons should ensure that instructors complete this step so that all courses are conducted as planned.

More information about this process will be provided in the weeks ahead.

In order to create these course schedules, the below information regarding course options, course types, and scheduling parameters will be essential.

Course Options and Types

District-Based Courses

The Department permits districts with larger ELL populations – and thus larger SEI Training needs – to host district-based courses. Smaller and lower-incidence districts may also collaborate with neighboring districts to set up shared district-based courses. Such courses will be reserved for the staff in a particular district or districts.

If district-based courses are only partially filled, the Department’s Registrar may open these courses up to general enrollment after a cut-off date. Cut-off dates will be based on the length of time from the start of enrollment for the course.

After contacting instructors and confirming their availability, district RETELL Liaisons will submit proposed schedules for district-based courses. Department staff will notify districts when their proposed courses have been approved. Many districts have identified district-designated trainers and may indicate that they wish to have these sections taught by these trainers. The Department will honor these requests to the greatest extent possible.

Important: In some geographic areas, districts cannot have district-based courses because doing so would make it impossible for educators from neighboring communities to access training. Thus, unless and until the Department confirms with a district that a particular course may be offered as a district-based course, districts should assume that any course they are hosting will be available regionally.

Regional Courses

These courses will be distributed across each region of the state, and will be open to participants from smaller districts, charter schools, and to individuals from larger districts whose personal schedules render district-based courses inconvenient or impossible. The Department will notify some districts that it would like their assistance in hosting regional sections and in which semester it would like them to host. The Department will then rely upon the RETELL Liaisons in hosting districts to identify/confirm instructors and to propose schedules and sites. Again, the Department is available to support districts that need help finding instructors. Proposed schedules are not confirmed until they receive Department approval.

Endorsement Course Types

Type	Total Hours	Face-to-Face Sessions	Requirements	PDPs for successful completion	Grad Credits for successful completion (prices vary by institution)*
Full-Length Teachers’ Endorsement course	45	12	For educators who had, have, or will have one or more ELL in their classroom during one of the cohort years.	67.5	3
Short-Bridge Teachers’ Endorsement course	15	5	For educators who had, have, or will have one or more ELL in their classroom during one of the cohort years and who completed Category Trainings 1, 2, and 4.	22.5	1

Long-Bridge Teachers' Endorsement course	24	8	For educators who had, have, or will have one or more ELL in their classroom during one of the cohort years and who completed any two of Category Trainings 1, 2, and 4.	36	2
SEI Administrators' course	15	5	For principals/assistant principals and directors/assistant directors who, during the district's cohort window, supervised or will supervise or evaluate core academic teachers of ELLs. Open to superintendents, assistant superintendents and student services directors.	22.5	Not available

Teachers are able to earn 3 graduate credits for the 45-hour, full-length Endorsement course; 2 for the Long Bridge course, and 1 credit for the Short Bridge *at their own expense*. For more information, registrants and participants are referred to the Department webpage where credit-earning options are detailed. (See <http://www.doe.mass.edu/retell/credit.html>.)

Course Scheduling Parameters

1. Regardless of the course type you are scheduling, course sessions must be scheduled with sufficient time between sessions so that teachers can complete the homework and, specifically in the case of all three Teacher Endorsement courses, so that participants can practice strategies introduced in the course with students in their classrooms. The homework and related assignments are demanding. We strongly encourage districts to make use of the entire semester for semester-long full courses to maximize the time between class sessions.
2. In general, the Department will only run teachers' courses in which a minimum of 25 participants are enrolled. Exceptions may be made in areas of the state where required numbers of course seats are low.
3. The Department limits teacher courses to a maximum of 30 participants but may raise that limit in certain circumstances.
4. The Department goal is to run administrators' courses with between 20 and 30 participants, but this may be more flexible so that districts can train their leadership team together as a group.
5. Each course schedule should include a *minimum* of two pre-assigned make-up dates/times in case circumstances require them. At times a third make-up date has been required.

Course Registration

***REGISTRATION DATES ARE SUBJECT TO CHANGE**

The Department implemented an online registration system that enabled over 11,000 teachers and administrators to self-enroll/register into SEI Endorsement courses for SY 2014-2015. That system will be used again this year and will open for registration on July 6, 2015

Informing Educators about the Course Registration Process

The Department does not have a current listing of educators' email addresses. Therefore, the Department will rely upon districts to forward its RETELL-related communications to all educators required to obtain the SEI Endorsement during the training window (i.e., core academic teachers of ELLs and administrators who need to earn the SEI Endorsement).

It is essential that districts forward these communications to eligible

educators so that they can avail themselves of their no- cost opportunity to earn the Endorsement.

The Department will provide additional registration-related communications in June and again in July. The June and July communiqués will direct educators to the registration portal and give them detailed instructions for registering.

The registration portal provides educators with comprehensive information about the regulatory requirements of RETELL, the various pathways to SEI Endorsement, the various courses which the Department offers, etc. The portal also provides detailed registration instructions. If needed, technical support will be available from trained technical support staff.

Course registration:

For fall courses: opens July 6, 2015 closes Sep 11, 2015

For spring courses: opens Sep 14, 2015 closes Dec 4, 2015

Once registration closes, if there are available seats remaining, then the Department will move teachers off of course waitlists into those seats.

SY 2015-2016 RETELL SEI Endorsement Course Registration Calendar

***REGISTRATION DATES ARE SUBJECT TO CHANGE**

Registration Opens		
Cohort 2-3 Districts	Monday, July 6, 2015	
Registration Timelines		
	Fall	Spring
<i>Registration ends</i>	Friday, Sep 11, 2015	Friday, Jan 15, 2015
<i>Waitlists cleared</i>	Monday, Sep 14, 2015	TBA
<i>Instructors send welcome emails</i>	Monday, Sep 21, 2015	TBA
<i>Classes begin</i>	Thursday, Oct 1, 2015	Monday, Feb 1, 2016

Course Auditing: An Option for ESL Teachers and Instructional Coaches

While ESL and ELL licensed teachers are not required to earn the SEI Endorsement, in most instances they are lead advocates for ELLs in your school districts. Moreover, they collaborate closely with teachers providing SEI. We therefore encourage districts to invite ESL staff to audit short- or long-bridge SEI Endorsement classes so that they can develop a clear understanding of the training their colleagues are receiving and how they can reinforce and support them in their work. The Department has no expectation that auditors will complete course assignments. As part of the RETELL initiative, the Department plans to implement a teacher leadership course for ESL teachers, to support ESL teachers' efforts to enhance the supports for ELLs in their schools and districts. While auditing the SEI Endorsement course will not be a prerequisite for the Leadership course, it will contribute further to ESL teachers' leadership skills.

The Department also strongly encourages instructional coaches of core academic teachers to audit the short- or long-bridge course. Alternatively, *if they are committed to completing the work and able to access a classroom where they can practice strategies with ELLs*, coaches are welcome to enroll as full participants in whichever SEI Endorsement course is appropriate for them, given their Category training background. Though the regulations do not require coaches to acquire the SEI Endorsement (unless they are core academic teachers of one or more ELLs), we would strongly support coaches' participation in the SEI courses so that they are in a position to support teachers' efforts to bring SEI practices into their classrooms. To further this end, the Department has developed new, graduate-level courses to support instructional coaches to integrate SEI strategies into their work with SEI teachers. The Literacy Coaching Course will be available in August of 2015 followed by a Math Coaching Course, which will be available later in the year. The Department is also developing a Content Area Leadership Course that will be available in 2016. The Department encourages districts to promote participation in these courses. Registration for the literacy coaching course can be accessed at [the MATSOL website](#).

To audit a course, ESL teachers and coaches should:

- Contact their district RETELL Liaison to review the course schedules and select a course that they would like to attend. and
- Contact the instructor in advance to request this option. If the room is too small or there are not enough seats, the instructor may have to turn them away.

If the instructor agrees to allow the educator to audit the course, then the auditor may attend classes. Auditors will have access to most course materials but will not be registered for the course and will not be obligated to do homework.

No PDPs will be granted to auditors and auditors are not eligible to receive graduate credit from participating colleges/universities for auditing an ESE-sponsored SEI endorsement courses.

General Guidance on the Management of Courses

The below information is an overview. Closer to the start of courses, the Department will provide districts with a more detailed checklist to help ensure a smooth start.

1. Close communication between the District hosting a course and the course instructor is important. It is the SEI instructor's responsibility to cancel class in a timely fashion if cancellation is necessary. However it is the district's responsibility to inform the SEI Instructors as soon as possible if, for any reason, the building where they are scheduled to teach will be closed. SEI Instructors will be asked to keep abreast of weather-related school closures, but districts should plan to contact SEI Instructors with this information as well.
2. Courses must be hosted at a location with:
 - an LCD projector and screen;
 - adequate parking;
 - heating after hours;
 - adult-sized furniture; and
 - sufficient classroom space so that a group of 30 adults can sit at tables, move around for group work, and see the LCD screen.
3. The SEI Instructor will be responsible for providing a laptop for his/her own use.

4. All class sections must be located in handicapped-accessible facilities. In accordance with the Americans with Disabilities Act (ADA), during the enrollment/registration process, registrants/enrollees with disabilities will be asked to let the Department know if they will require reasonable accommodations to participate in the SEI Endorsement course.
5. At each site, instructors should be provided the name and contact information of someone who can assist them with facility-related issues and who will be available onsite during times that the class is scheduled to be in session.

Final Notes

Course Waitlists:

Once a course section is full, no additional individuals will be added. However, individuals will be able to add themselves to the waitlist. An individual can only be added to one waitlist. If a seat becomes available for that course, individuals on the waitlist will be added by the Department. This normally does not happen until after registration closes.

Opportunities for Districts to Run Additional Course Sections:

There are a limited number of pre-approved sites around the state that offer sections of SEI Endorsement courses for cost. *If* the supply of for-cost course instructors is large enough, districts may be able to contract with these for-cost providers to schedule extra Endorsement courses so that non-core academic teachers can also earn SEI Endorsements.

Hardship Exceptions:

The Department realizes that educators may face challenges meeting these timetables and recognizes that this can create hardships for some whose personal circumstances make it particularly difficult to participate in the SEI Endorsement course when assigned to do so. Department regulations provide for a hardship exception allowing an extension to obtain the SEI Endorsement, but **the standard for such waivers is high**. As stated in 603 CMR 14.07(2), "Hardship shall consist of serious illness or injury, or other circumstances that are beyond the control of the educator and impede the educator's ability to complete the requirements for an SEI Endorsement." The application form for a hardship exception is available on the RETELL website, at <http://www.doe.mass.edu/retell/>.

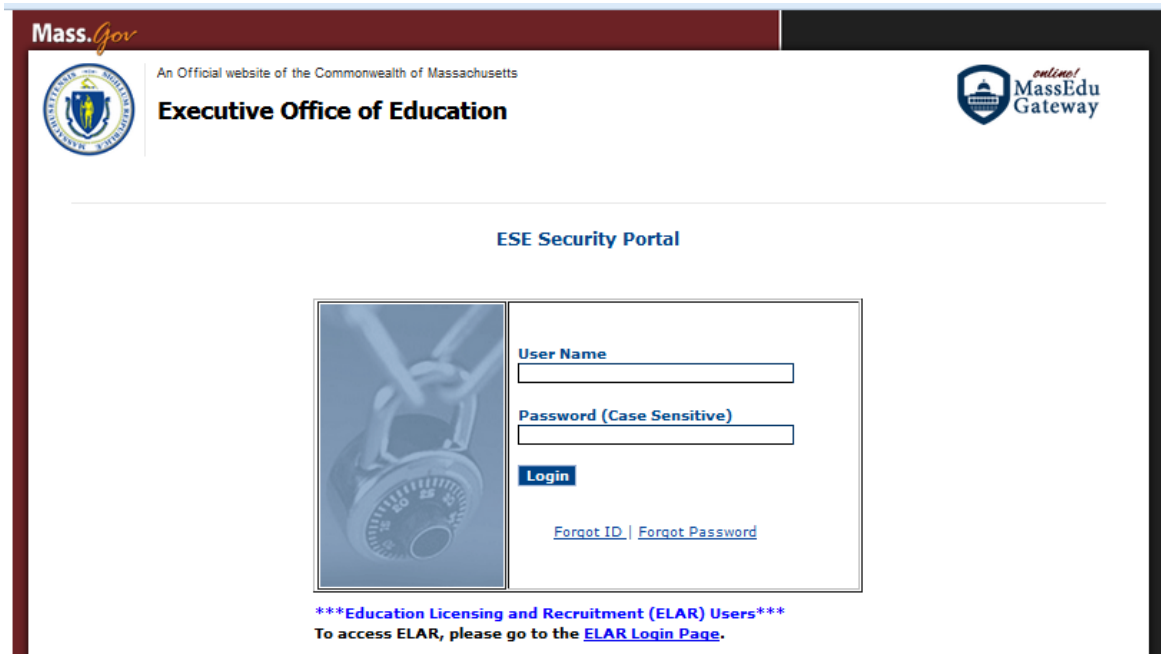
You may direct any questions or request additional support from the Department by completing a help form at <http://www.doe.mass.edu/contact/ganda.aspx?orgcode=retell>.

Important Dates at a Glance

April 7	<ul style="list-style-type: none"> District receives initial e-mail from the Department outlining process for SY 2015-2016 course creation and registration and reviews all documents.
April 8-17	<ul style="list-style-type: none"> Districts download the list of educators assigned to the cohort from the Department Drop Box Districts review and update the list and e-mail to the Department
April 20-21	<ul style="list-style-type: none"> Districts complete the online survey summarizing numbers of course seats required for educators by type of course
By mid-May	<ul style="list-style-type: none"> The Department publishes preliminary statewide listing of courses.
Mid-May – May 27	<ul style="list-style-type: none"> Districts confirm courses and complete scheduling information (exact course location, instructor, course session dates and times, make-up dates, etc.) and input that information into the scheduling tool.
July 6	<ul style="list-style-type: none"> Fall registration goes live
August 10, 11	<ul style="list-style-type: none"> Returning instructor training sessions – 1 day (Malden)
August 12-14	<ul style="list-style-type: none"> New instructor training session – 3 days (Devens)
August 17, 18	<ul style="list-style-type: none"> Returning instructor training sessions – 1 day (Malden)
August 19-21	<ul style="list-style-type: none"> New instructor training sessions – 3 days (Devens)
Oct 1	<ul style="list-style-type: none"> Fall courses begin

Appendix 1 – Updating the district educators list

1. Log into the Department Security Portal at <https://gateway.edu.state.ma.us/edu/myportal/meoe>.
2. Enter your user name and password. If you do not have login credentials for the Security Portal, contact your district Directory Administrator.

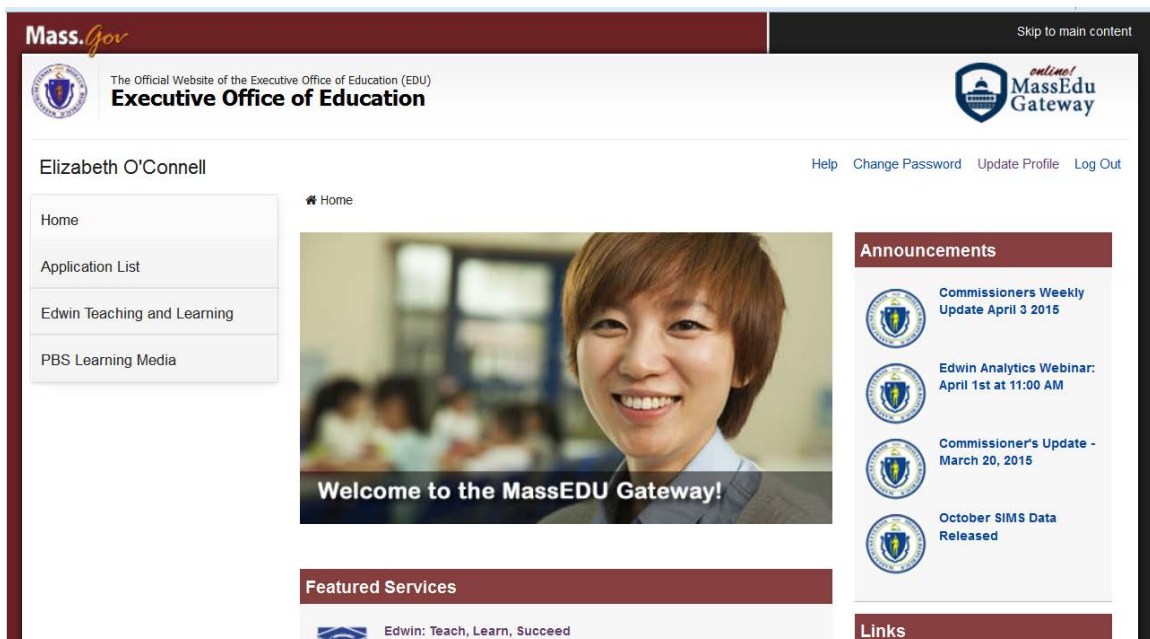


The screenshot shows the login page for the ESE Security Portal. At the top left is the Mass.gov logo and the Executive Office of Education logo. At the top right is the online! MassEdu Gateway logo. The main heading is "ESE Security Portal". Below this is a login form with a background image of a padlock. The form contains the following fields and buttons:

- User Name**: A text input field.
- Password (Case Sensitive)**: A text input field.
- Login**: A blue button.
- [Forgot ID](#) | [Forgot Password](#): Two links below the login button.

Below the login form, there is a note: *****Education Licensing and Recruitment (ELAR) Users*****
To access ELAR, please go to the [ELAR Login Page](#).

3. Once logged in, you will be taken to the home screen:



The screenshot shows the home screen of the MassEDU Gateway. At the top left is the Mass.gov logo and the Executive Office of Education logo. At the top right is the online! MassEdu Gateway logo and a "Skip to main content" link. The user's name, Elizabeth O'Connell, is displayed in the top right corner. Below the name are links for "Help", "Change Password", "Update Profile", and "Log Out". On the left side, there is a navigation menu with the following items: "Home", "Application List", "Edwin Teaching and Learning", and "PBS Learning Media". The main content area features a large image of a smiling woman with the text "Welcome to the MassEDU Gateway!". Below this image is a "Featured Services" section with a link to "Edwin: Teach, Learn, Succeed". On the right side, there is an "Announcements" section with four items, each featuring the Executive Office of Education logo: "Commissioners Weekly Update April 3 2015", "Edwin Analytics Webinar: April 1st at 11:00 AM", "Commissioner's Update - March 20, 2015", and "October SIMS Data Released". At the bottom right, there is a "Links" section.

4. Click on "Application List":

Mass.gov The Official Website of the Executive Office of Education (EDU) **Executive Office of Education** Skip to main content

online! MassEdu Gateway

Elizabeth O'Connell Help Change Password Update Profile Log Out

Application List

Home
Application List
Edwin Teaching and Learning
PBS Learning Media

Education Licensing and Recruitment (ELAR) Users
To access ELAR, please go to the [ELAR Login Page](#).

Effective May 29th, 2014, an enhanced functionality for password retrieval has been added to the Security Portal. The first time you login, you will be presented with a page asking you to set up your challenge questions and answers. You will be asked to set up three of these questions. Subsequently, if you have a need to retrieve your ID or reset your password, you have to correctly answer two of these questions.

Update Effective April 30, 2015, the following features will be removed from the aMAzing Educators platform: Search for Jobs; Post Jobs; Search Resumes; and Post Resumes. All current users will be contacted as soon as possible. Please do not create any new profiles or job postings within the aMAzing Educators platform at this point.

Message Updated: *Friday, April 03, 2015 01:57:52 PM*

Recently Used Applications

DropBox Central

5. Click on "OELAAA Database File Exchange" and then click "NEXT":

Mass.gov State Government · State Services

Massachusetts Department of Elementary & Secondary Education

Elizabeth O'Connell Tue Apr 07 08:16:14 EDT 2015 V:1.0.2 Home Security Portal Logout

Drop Box Central

Here is a list of the Drop Boxes you can use to share files with the Department.

Files from the Department to your organization are kept in the ESE OutBox. Files from your organization to the Department are kept in the ESE InBox.

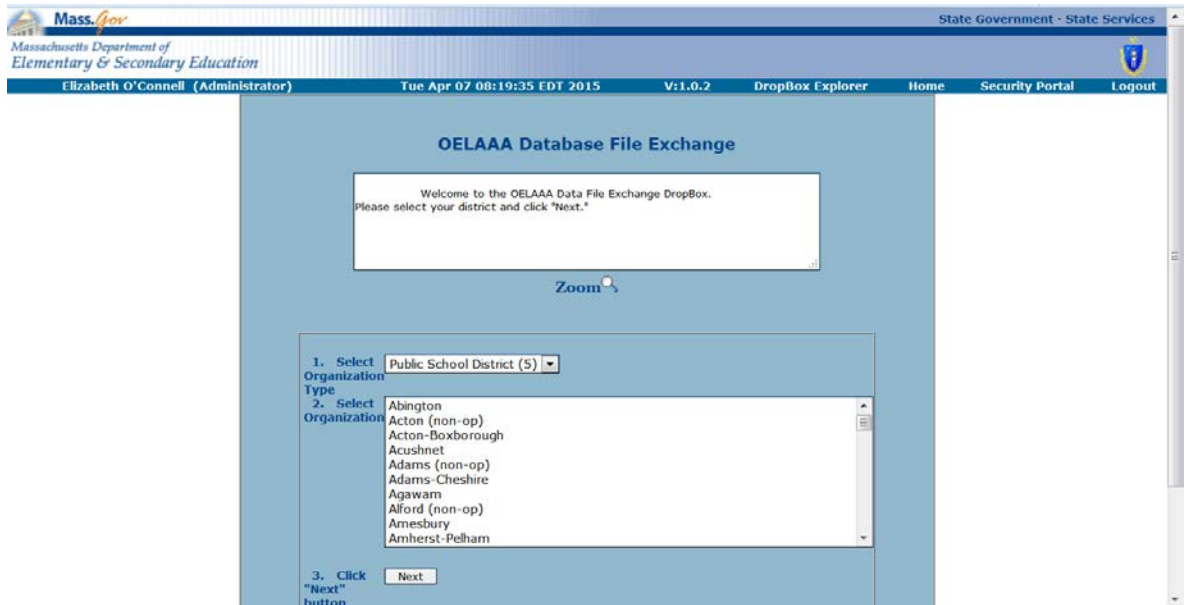
Please select a Drop Box from the list and click the "Next" button.

DOE File Exchange
OELAAA Database File Exchange
TITLE III

Next

Massachusetts Department of Elementary & Secondary Education Search · Site Map · Policies · Site Info · Contact ESE

6. Select your district from the dropdown menu:



7. You will be brought to a page that displays available files. The RETELL Educator list is the Excel spreadsheet named *15-16_RETELL_Dist_Edu_List_0000.xls* (where the '0000' is the first four digits of your district organization code. Download and open the file.
8. Ensure that each educator listed had, has, or will have an ELL during your district's cohort window, is currently employed in your district, and has not changed roles (i.e. is still an administrator or is still a core academic teacher who requires the endorsement).

If your spreadsheet is blank, that means that, at the time of and according to your district's data submissions, there were no CATs of ELLs or administrators who require the endorsement.

If you encounter incorrect information, make the appropriate corrections.

- Add names of educators who are eligible for a no-cost course (ONLY CATs who had, have, or will have an ELL assigned to them during the district's cohort window).
- **DO NOT delete names.** If someone on the list is no longer in your district, never had an ELL and so is not eligible, or has changed roles and no longer requires the endorsement, then place an "X" in the column for "Not Eligible".

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
				License	First Name	Middle Name	Last Name	Classification	Full Teacher (Educators who did not complete any category trainings or only one category training.)	Long Bridge (Educators who completed any two of the three category trainings from 1, 2 and 4.)	Short (Educators who completed category trainings 1, 2 and 4.)	Admin (Administrator/s supervisor of core academic teachers of ELLs.)	Not Eligible (No longer employed in the district, never had an ELL, changed roles and no longer requires the endorsement.)	**Please verify admin/teacher training required by noting "Full, Long, Short, Admin or Not Eligible" in appropriate course type columns (Columns I-M).
1	Org Code	District	MEPID	Number										
2	00000001	Lancaster	12345678	229040	John	Allen	Doe	Teacher						
3	00000001	Lancaster	12345678	237862	Mary	Lynn	Smith	Teacher						
4	00000001	Lancaster	12345678	283034	Daniel	Paul	Rivers	Administrator						
5	00000001	Lancaster	12345678	286938	Mike		St.Pierre	Teacher						
6	00000001	Lancaster	12345678	301689	MATTHEW	William	Witmer	Teacher						
7														

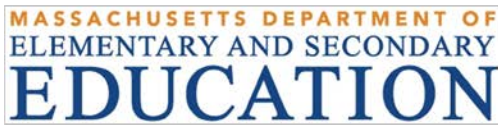
9. For each educator listed, identify which course type they require by placing an "X" in the appropriate

column. Your district should have information regarding Category Trainings for educators. If not, you will have to contact the educators to find out if they have taken Category Trainings and which ones so that you can select the appropriate course. Again, for educators who are no longer employed in your district or are otherwise not eligible, place an "X" in the "Not Eligible" column.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
	Org Code	District	MEPID	License Number	First Name	Middle Name	Last Name	Classification	Full Teacher (Educators who did not complete any category trainings or only one category training.)	Long Bridge (Educators who completed any two of the three category trainings from 1, 2 and 4.)	Short (Educators who completed category trainings 1, 2 and 4.)	Admin (Administrator/s supervisor of core academic teachers of ELLs.)	Not Eligible (No longer employed in the district, never had an ELL, changed roles and no longer requires the endorsement.)	**Please verify admin/teacher training required by noting "Full, Long, Short, Admin or Not Eligible" in appropriate course type columns (Columns I-M).
1	00000001	Lancaster	12345678	229040	John	Allen	Doe	Teacher	X					
2	00000001	Lancaster	12345678	237862	Mary	Lynn	Smith	Teacher	X					
3	00000001	Lancaster	12345678	283034	Daniel	Paul	Rivers	Administrator				X		
4	00000001	Lancaster	12345678	286938	Mike		St.Pierre	Teacher					X	
5	00000001	Lancaster	12345678	301689	MATTHEW	William	Witmer	Teacher		X				
6														
7														
8														

- Once you have updated the list, save a copy for your records and then e-mail it back to the Department at 2015-2016DistrictList@doe.mass.edu.
- Finally, go to <http://www.surveygizmo.com/s3/2028604/SEI-ENDORSEMENT-DATA-COLLECTION-TOOL-2015-2016> to complete the online survey of required seats. The survey is a summary of the number of course seats your district will need to endorse the appropriate teachers and administrators during the final no-cost SEI course cohort year.

Appendix 2 – RETELL Instructor Recruitment Flyer



RETELL Facilitator Opportunity Job Description



**AN EXTRAORDINARY OPPORTUNITY FOR OUTSTANDING
TEACHERS OF ENGLISH LANGUAGE LEARNERS TO
TRANSFORM PUBLIC EDUCATION IN MASSACHUSETTS**

Under the RETELL program in Massachusetts, all core academic teachers in the state who teach one or more English language learners are required to complete a graduate-level course to develop their skills providing Sheltered English Instruction.^[1] Another course trains administrators to support SEI instruction. These courses are research-based, state-of-the-art learning experiences for educators, designed to raise the achievement of the state's English language learners by enhancing teachers' knowledge and transforming instructional practices. They are being offered at no cost to identified educators through 2016, at which time they will be offered for a cost by regional collaboratives.

***ESE is looking for
outstanding professional
development facilitators to
participate on the team
delivering this program.***

***If you are a certified teacher of
English as a second language,
or are a certified Core Academic
teacher of ELLs who has
successfully completed the Full
or Long Bridge course during
the 2013-14 or 2014-15 school
year, have an understanding of
the Common Core Standards,
and have experience providing
professional development,
please consider applying to join
the corps of facilitators for this
transformational program.***

Scope of the Work

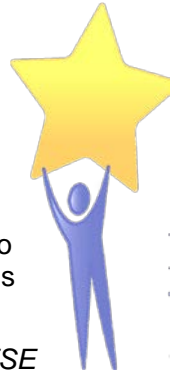
- Teaching any of four SEI Endorsement courses. Teacher courses vary in length; the longest teacher course includes 12 face-to-face sessions; the shortest includes 5. The longest course also includes online coursework. All *Teacher* endorsement courses will contain 2 hour small group capstone presentations. (Total facilitator commitment is up to 8 hours per session depending on class size.) Facilitators who qualify to deliver teacher training may also teach or co-teach an administrators' course which is 15 hours, with five 3-hour sessions.
- Participation in the 3-day training for new facilitators; additional 1 day training is required for those preparing to teach the Administrators' Course. (The next training takes place in August.)
- Grading participants' homework and assessments and determining final grades.
- Participation in planning and evaluation sessions scheduled by ESE.
- Course-related record keeping.

Compensation

- \$5,575 for each section of the full-length course; \$3,050 for Long Bridge course; \$2,300 for Short Bridge course; \$1,050 to \$2,000 to teach administrators' course, depending upon responsibilities.
- \$200 per day for each training date.

^[1] Teachers who already have expertise in Sheltered English Instruction (SEI) have the opportunity to take the SEI MTELL test to gain endorsement.

RETELL Facilitator Opportunity Application Instructions



Required Qualifications

- Two (2) years experience teaching ESL or Bilingual education in a K-12 setting
– OR –
Two years of teaching experience in a K-12 setting and successful completion of the SEI full or long-bridge course.
- Masters degree or higher
- Substantial experience providing professional development to teachers either in a university or professional development setting.
- Competency in the use of technology for education.

Preferred Qualifications

- MA, CAGS, or higher degree in any of the following or *closely related* fields:
 - Applied Linguistics
 - English as a Second Language (ESOL, TESL)
 - Language, Literacy and Culture
- Fluency in a language other than English; or experience studying another language or living abroad.
- Experience in or familiarity with online teaching to adults.
- Knowledge of the WIDA standards.
- Knowledge of the Common Core
- (Massachusetts State Frameworks).

ESE reserves a right to modify these requirements in order to effectively recruit sufficient qualified facilitators.

How to Apply

Applications will be reviewed on a rolling basis and successful candidates will be invited for a personal interview.

At the time of interviews, applicants will also be asked to deliver a fifteen (15) minute mini-lesson on a topic that is related to the syllabus.

NOTE: Candidates in remote locations may contact DESE to arrange an alternate interview format (Skype, videoconference)

Applications must be submitted through the Commonwealth's procurement system, COMMBUYS. The technical support webinars will assist with this process.

To learn more, go to www.COMMBUYS.com

1. Click on **Open Bids**
2. Under the drop down menu select **Education and Training Services** and click on the **Go** button.
3. Looking at the Alternate Id column find 13ELADN4, click the link to the left that says **S132567-vCurrent**.
4. This will bring you to a screen saying Acknowledge Receipt and View Solicitation. Click on the button labeled **Proceed**.
5. Click on **13ELADN4amendedforcapstone21214cleancopy** to read about the details of the procurement. The top of the document will say **Pre-qualified List RETELL Course Facilitators Attachment A**

Applicants will be required to provide:

- A brief cover letter/statement of interest, detailing your educational philosophy for ELLs
- A statement describing your professional development philosophy (maximum of 250 words)
- Resume or Vitae
- Sealed transcript from degree granting institution
- Letter of recommendation
- Statement of Support from Superintendent or Assistant Superintendent and Principal or Supervisor
- Course and/or PD evaluations from past professional development (no more than 2 pages)
- PD/course or lesson plan from a prior session taught (one to two pages);
- Copy teaching certification
- All required COMMBUYS forms and submissions