

**Ministry of Education**

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**Ministère de l'Éducation**

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**MEMORANDUM TO:** Directors of Education, School Boards  
Supervisory Officers and Secretary Treasurers, School Authorities  
Director, Provincial Schools Branch

**FROM:** Paul Anthony  
Director  
Teaching Policy and Standards Branch

**DATE:** October 26, 2011

**SUBJECT:** **2012 – 2013 Teacher Learning and Leadership Program**

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The Ministry of Education is pleased to announce the launch of the Teacher Learning and Leadership Program (TLLP) for the 2012-2013 school year.

The TLLP is a project-based professional learning opportunity for experienced classroom teachers, which aims to:

- Support experienced teachers who wish to undertake self-directed advanced professional development related to improved student learning and development;
- Develop leadership skills for these classroom teachers to share their learning and exemplary practices; and
- Facilitate knowledge exchange.

We ask for your assistance in ensuring that teachers in your board are made aware of this professional learning opportunity. A brochure about the TLLP was recently sent to all Ontario schools, to assist with promotion. Interested teachers are invited to submit proposal applications for the 2012-2013 program through to November 25, 2011.

The proposals will be reviewed at the board and provincial levels. Implementation of the 2012 -2013 projects will take place between May 2012 and May 2013.

**Application Process and Deadlines**

The TLLP Program Guideline and 2012-2013 Proposal Application Forms are now available on the TLLP website at [www.edu.gov.on.ca/eng/teacher/develop.html](http://www.edu.gov.on.ca/eng/teacher/develop.html).

Individual teachers or groups of teachers and other educational workers (e.g. educational assistants) may apply by completing an application form. Applicants' principal (or principals if a group application involves teachers from different schools) must indicate on the application that he/she is aware of the proposal (note that this does not necessarily signify an endorsement of the proposal by the principal).

Teacher(s) are asked to forward their applications to the school board Director of Education by **November 25, 2011**.

### **Role of School Boards/Provincial Schools/School Authorities**

All applications are submitted to the director of education/supervisory officer of school authority. Boards may wish to use the same TLLP review committee that was established previously, or create a new one comprised of board staff (e.g. superintendents, experienced teachers, principals) and teacher federation representatives. The board committee is asked to review and select two proposals in accordance with the selection criteria outlined in the TLLP Program Guideline.

### **Final Selection Decisions**

The final decision about funding of TLLP projects rests with the Teacher Learning and Leadership Committee (TLLC), which is chaired by the Ministry of Education.

Once the board's review committee has selected two applications to recommend to the TLLC, the following steps will take place:

#### **Step 1:**

- Boards will send the two recommended applications and photocopies of Sections 1 and 2 of all other applications, which the TLLC may consider proposals from as well, no later than **December 16, 2011**, to:  
Ministry of Education  
Teaching Policy and Standards Branch  
900 Bay Street,  
13<sup>th</sup> floor, Mowat Block  
Toronto ON M7A 1L2
- Boards will send an acknowledgement letter to applicants (sample template is attached).

#### **Step 2:**

- If board projects are selected by the TLLC, boards will be informed in February 2012. Boards will then need to establish an account for the selected project(s) (an additional 10% of the project budget will be provided for board administration of the account) and to manage the account expenditures in accordance with board policy.

#### **Step 3:**

- Participants will be contacted by the Ministry to attend the *Leadership Skills for Classroom Teachers* professional development session in **May 2012**. The ministry will reimburse the board for occasional teacher coverage, and the participants for travel and accommodation costs.

#### **Step 4:**

- Teacher participants must complete a TLLP Teacher Participant Final Report Form and send it to the director of education by **June 28, 2013**.
- Completed TLLP Board Final Report Forms should be submitted, along with the TLLP Teacher Participant Final Form to the Ministry of Education, Teaching Policy and Standards Branch by **July 31, 2013**.

#### **Step 5:**

- Participants will be contacted by the Ministry to attend the TLLP Sharing the Learning Summit in **November 2013**. The ministry will reimburse the board for occasional teacher coverage, and the participants for travel and accommodation costs.

### **Archive of Completed Projects**

Information about past TLLP projects are posted in a public online archive on the Ministry website at <http://www.edu.gov.on.ca/eng/teacher/tllp.html>. For each completed project, there is “at-a-glance” information that includes a description of the project, a summary of what was learned and contact information for the project leaders. This archive is intended to serve as a resource for school boards, principals and teachers, to support future professional learning initiatives.

For more information about the Teacher Learning and Leadership Program, please feel free to contact Mohamed Hasham, Policy Analyst, Ministry of Education at (416) 325-7199 or [Mohamed.Hasham@ontario.ca](mailto:Mohamed.Hasham@ontario.ca).

We look forward to working in partnership with you and your staff again on this exciting program.

### **Original Signed By**

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Paul Anthony

- c. Teacher Federations
- Principals' Associations
- Supervisory Officers' Associations
- Regional Managers
- Director of Education's Executive Assistant

Enclosure