



# TEACHER LEADERSHIP AND LEARNING PROGRAM

## Frequently Asked Questions

### What is the Teacher Leadership and Learning Program (TLLP)?

The TLLP is a professional learning opportunity for individual experienced teachers or teacher-led groups to develop and lead projects designed to enhance their professionalism and skills, extend their learning and share their expertise with others. Interested teachers are invited to submit project proposals for self-directed professional learning and knowledge exchange activities.

### What are the goals of the TLLP?

The TLLP has three objectives:

1. Support experienced teachers in undertaking innovative, self-chosen professional learning activities in areas that are meaningful to them;
2. Foster teacher leadership; and
3. Facilitate the sharing of exemplary practice with others for the broader benefit of Ontario's students.

### Who is eligible to participate in the TLLP?

Experienced teachers from all Ontario publicly funded district school boards, school authorities and provincial schools are eligible to apply. Individual teachers or groups of teachers may apply. Groups must be teacher-led but may include education assistants, social workers, librarians and other education workers.

For the purposes of this program, eligible teachers are defined as teachers who are beyond the induction career stage and whose primary assignment is teaching students (e.g., classroom teacher, teacher-librarian, guidance counsellor, co-op teacher, itinerant teacher, and department head). Occasional teachers and teachers working in system level or administrative positions (e.g. early childhood educators, principals, coordinators, consultants) cannot submit an application or lead a TLLP project; however, these educators can provide extremely valuable input as team members. Previous successful TLLP teams have included support staff of all types. The focus of the program is on professional learning for experienced teachers who have chosen not to pursue system level or administrative roles and, therefore, do not have the opportunities to share their knowledge and experience (e.g. as consultants do).

### What is the maximum grant available?

The maximum grant available for any TLLP project is \$30, 000. There is no minimum grant.

### What activities will successful applicants undertake?

Successful applicants will be engaged in the following project activities:

- Developing a project proposal
- Attending the *Leadership Skills for Classroom Teachers* professional learning session in May, prior to undertaking their approved project



support every child | accompagner chaque enfant  
reach every student | appuyer chaque élève



- Carrying out the activities as described in their proposal application
- Complying with their board accounting and procurement practices
- Agreeing to be contacted/surveyed throughout the duration of the project
- Sharing their learning and artefacts on [TeachOntario](https://www.teachontario.ca/community/explore/tlppke/)  
<https://www.teachontario.ca/community/explore/tlppke/>
- Conducting an analysis of their learning
- Sharing information with and progress with the principal to facilitate school and board-wide sharing of their learning
- Submitting a report on their learning (using the TLLP Teacher Participant Final Report Form)
- Attend the TLLP *Sharing the Learning Summit*, following the completion of their project

## What are the timelines for the TLLP?

Specific timelines for submitting an application and participating in a TLLP project are outlined in TLLP Timelines posted on [TeachOntario](https://www.teachontario.ca/community/explore/tlppke/) ([www.teachontario.ca/community/explore/tlppke/](https://www.teachontario.ca/community/explore/tlppke/))

## When is the deadline for submitting project proposals?

Project proposals must be submitted to your director of education/supervisory officer of school authority by November 24, 2017.

## My team received a TLLP grant in a previous year. Can I apply again for a TLLP grant this year?

Project leads who have already completed a TLLP project may reapply in a following cohort. As the TLLP is not intended to fund ongoing projects, proposals from previous project leads must be significantly different in topic and/or scope from their first project. Participants can lead up to two projects, but may continue to support other TLLP projects as team members.

School boards are encouraged to provide opportunities for participation in the TLLP to as many different teachers as possible. Previous recipients of TLLP funding are able to apply to the Provincial Knowledge Exchange (PKE). The PKE provides a funded opportunity to tap into previous TLLP learning by connecting past TLLP participants with interested school or board learning teams. More information about the PKE is available on [TeachOntario](https://www.teachontario.ca/community/explore/tlppke/) ([www.teachontario.ca/community/explore/tlppke/](https://www.teachontario.ca/community/explore/tlppke/)).

## Can technological equipment be included in a project budget?

Technology can be included in a proposed budget on the following conditions:

- it is essential for the achievement of the project's learning and sharing goals
- the project proposal clearly demonstrates how technology will be used as a teaching and learning tool
- the use of technology will benefit the learning of other teachers or other educational staff
- the project proposal reflects a balance between technology hardware and professional learning and sharing activities\*
- its purchase complies with board procurement policies, as the equipment will belong to the board once the project is completed.

**\*Proposed purchases related to technology (e.g., hardware, software, apps, peripherals) may not exceed half of the total project budget. Any resources (including apps or other software programs) developed during the TLLP project cycle may only be used for the learning and sharing goals as outlined in the approved project proposal and cannot be sold or leased.**

Consider using the [SAMR model](http://hippasus.com/blog/) (located at <http://hippasus.com/blog/>) as part of the rationale for connecting technology to the overall learning goals of the project.



## Are there specific topics that projects must focus on?

The focus of the TLLP is to provide an opportunity for knowledge construction and personalization of learning that is developed by the learner and connected to their own “real world” of classroom practice. Experienced classroom teachers are encouraged to collaborate with their colleagues to pursue their own authentic learning goals.

## How are proposals submitted?

Individual applicants or teams of applicants are encouraged to consult past participants, their principal and board staff, as well as the resources available on the [Ministry TLLP Website](http://www.edu.gov.on.ca/eng/teacher/tllp.html) (<http://www.edu.gov.on.ca/eng/teacher/tllp.html>) and [TeachOntario](http://www.teachontario.ca/community/explore/tllppe/) ([www.teachontario.ca/community/explore/tllppe/](http://www.teachontario.ca/community/explore/tllppe/)) when developing their proposal. Using the Proposal Application Form Word template, applicants can save their proposal to their computer as they review and refine it. Once the proposal is completed, applicants must submit one copy electronically, by attaching it to an email message and sending it to the ministry ([TLLP-PALPE@ontario.ca](mailto:TLLP-PALPE@ontario.ca)). They must also submit a copy to their Director of Education or, in the case of school authorities, to their Supervisory Officer.

## How will proposals be selected?

Directors of education/supervisory officers of school authorities will convene a committee comprised of federation representatives and board staff to review the proposals. The committee will identify the proposals (a total of two or three, depending on the size of the board – see TLLP Guidelines on the [Teach Ontario](http://www.teachontario.ca)) to be recommended to the Ministry of Education. These proposals will be forwarded to the Ministry of Education along with the applicants’ names and the project titles for all other proposals received by the board. A provincial Teacher Learning and Leadership Committee (TLLC) comprised of ministry staff and representatives from each teacher federation will make the final selection decision.

## What selection criteria will the board review committee and the TLLC be following?

The selection process will review the extent to which the proposal is guided by the following five characteristics of effective professional learning and the other criteria listed below:

- Coherent
  - Attentive to Adult Learning Styles
  - Goal-oriented
  - Sustainable
  - Evidence-informed
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- The quality of the proposal (i.e., to what extent the proposal is well thought out and realistic)
  - The extent to which the topic would have an impact on student learning and development and reflect ministry/board/school goals
  - The potential impact for the learning of participating educators
  - The potential impact for the learning of other educators
  - The potential of the plan for sharing with others in the school, board, and/or other boards (i.e. the potential for replication and interest on a larger scale)
  - The extent to which the learning and sharing outcomes can be measured

Note that the TLLC will also be considering the funding available and equity of distribution.

## When will successful applicants be notified?

Decision letters are sent by email to all project leaders in March 2018. Specific timelines are outlined in TLLP Timelines as posted on [TeachOntario](http://www.teachontario.ca/community/explore/tllppe/) ([www.teachontario.ca/community/explore/tllppe/](http://www.teachontario.ca/community/explore/tllppe/)) .

