

2018 New Taipei City Teacher Trainer Program

1. Origin

Since 2010, New Taipei City has designed a series of systematic workshops including fundamental, beginner, intermediate and advanced levels. We also provide Wednesday afternoon professional development workshops addressing a variety of topics, with the ultimate goal of helping our English teachers grow professionally, then sustain that growth.

To cope with the needs of increasing workshops, we must prepare more teachers to become workshop presenters. By utilizing a professional learning community (PLC) approach, we aim to assist passionate teachers to become able presenters at our future training sessions and workshops.

2. Implementation goals

- I. To develop the teacher trainers necessary to guide professional development workshops for English teachers.
- II. To establish a system that will help English teachers grow professionally and grant them related recognition and certification for their efforts.

3. Training Program Organizer

- I. Main organizer: The Education Department of New Taipei City Government
- II. Assisting organizer: English Curriculum & Instruction Consulting Team of New Taipei City

4. Qualifications for Registration for this Program

- I. Qualifications for Registration
 - i. Teacher is currently a member of the English Curriculum & Instruction Consulting Team.
 - ii. Teacher completed the 2016 or 2017 training program for teacher trainers. Must have teacher trainer certificate.
 - iii. Teacher is a formally certified English teacher, according to New Taipei public schools' standards, with a minimum of three years of English teaching experience in New Taipei City. Teacher must be passionate about learning, sharing ideas, and have experience in differentiated instruction. Applicants must gain the approval of their respective school or recommendation by a member of the training program to join the program.
 - iv. Teacher is an outstanding foreign teacher who has participated in the

English Wonderland or Bilingual Program. Applicants must be passionate about teaching and willing to share with others their classroom practices of differentiated instruction. Applicants must gain the approval of their respective school or recommendation by a member of the training program to join the teacher trainer program.

II. Application Procedures:

- i. Please complete the registration form (see attachment 2) and send it in by 4:00 pm, Thursday, Mar. 29, 2018. Please send two files over, one in WORD document and the other in PDF file with the stamp of approval from the Principal and the Head of Academic Affairs included. Please send the files to the English Curriculum and Instruction Center's e-mail: englishcentercindy@gmail.com.
- ii. It is estimated that about 30 prospective teacher trainers will be accepted into the program. In the event that there are lots of applicants, priorities will be given based on the number of hours applicants have presented as a teacher trainer in New Taipei City as well as members' contribution to the program.
- iii. The admission list will be posted on the website of New Taipei City English Curriculum & Instruction Consulting Team (<http://tesag.ntpc.edu.tw/web/1english/>) and the website of New Taipei City English Education Resource Center (<http://englishcenter.ntpc.edu.tw/>) before Monday, Apr. 2, 2018.

III. Certification:

The training is divided into four phases: achieving common ground, presenter group discussions and workshop preparation, workshop presentation for local teachers, receiving feedback and certification. Members must participate in all four phases in order to receive certificates for completing the training process. Also, members will need to be a presenter in one of the English teacher training workshops in 2018, receiving an average score of 4.0 or above, in order to receive the 2018 teacher trainer certificate.

5. Program Plan and Implementation

I. Phase One: Achieving Common Ground

- i. This phase mainly consists of getting the presenters together to establish common ground, participate in a study group, design differentiated lessons and discuss English teaching practices.
- ii. Date: The initial meeting takes place over two days: April 12-April 13, 2018 (Thurs.-Fri.) . (For timetable see attachment 3)
- iii. Location: Lu Jiang Elementary School Research Building, 2nd floor- English

Boulevard Room 202 (No.7, Minzu Rd., Luzhou Dist., New Taipei City)

- iv. Business Leave: Official leave registration and substitute teachers will be provided, if necessary, for group members during the training period.
- II. Phase Two: Presenter Group Discussions and Workshop Preparation
- i. Objective: Through establishing teaching procedures and mutually developing teaching practices, we will establish a professional learning community to discuss the topic. The topic of this community discussion is lesson design utilizing differentiated teaching strategies.
 - ii. Study time and place:
 - 1. Presenter group discussion: The main focus will be on researching and studying the workshop presentation materials. Three discussions will be held from April through June 2018, from 9am to 4pm. The dates and venues for these discussions will be decided and arranged by each presenter group.
 - 2. All workshop presentation materials should be uploaded to the iCloud of English Education Resource Center by July 31.
 - 3. Practice and discuss: Presenter groups will meet to practice their workshop presentation, allowing group members time to learn from each other. The discussion will be held on Wednesday, Sep. 12, 2018, from 9am to 4pm. Practice locations will be delegated by each presenter group.
 - iii. Business Leave: Official leave registration and substitute teacher requests will be provided for members during the training period.
- III. Phase Three: Workshop Presentation for Local Teachers
- i. The team leader of each presenter group must coordinate teaching sessions and presenters for each Wednesday session of the differentiated instruction workshop.
 - ii. The sessions are scheduled from September through December 2018. Tentative dates are Sep. 19, Oct. 17, Nov. 14, Dec. 12, from 1:30 to 4:30 pm.
 - iii. The sessions will be held by schools appointed by the Education Department of the New Taipei City Government.
 - iv. It is agreed that presenters can take statutory leave and be provided with substitute teachers, if necessary, when participating in this Teacher Trainer Program. The topic discussed and presented in each workshop must maintain the focus of differentiated instruction. Participants will be notified of the workshop dates and place by official documents.

IV. Phase Four: Receiving Feedback and Certification

- i. Objective: To provide qualitative and quantitative feedback collected through workshop participant questionnaires. Presenters may have more opportunities to share and exchange ideas and experiences by conducting a school trip to meet with other teachers.
- ii. Tentatively, this trip is scheduled for December 21, 2018.
- iii. The date and location of the trip have not yet been confirmed.
- iv. See attachment 4 for Program Plan.
- v. Business Leave: Official leave registrations and substitute teacher requests will be provided, if necessary, for presenters during this training period.

新北市第八期英語講師班培訓 報名表

2018 New Taipei City Teacher Trainer Program
Application Form

姓名 Applicant's Name	服務學校 School	職稱 Job Title	於本市英語正式任教年資 Years of English Teaching Experience in New Taipei City
出生日期 Birthdate(YYYY/MM/DD)	學歷 Degree	聯絡電話 Phone Number	電子信箱 Email

報名資格: (請勾選)

Registration Eligibility: (Please check accordingly)

1. 本市 106 學年度國小英語輔導團團員。
You are a currently member of the English Curriculum & Instruction Consulting Team in the 2017 academic year.
2. 本市培訓之第 6、7 期英語講師班之成員，並領有講師證書者。
(本人領有第_____期英語講師聘書)
You were a member of the 2016 or 2017 Teacher Trainer Program. You must have a teacher trainer certificate to verify completion of your program. Indicate the term for which you received your teacher trainer certificate (indicate term) _____.
3. 本市公立國小正式合格英語教師，於本市擔任英語教學年資至少滿三年以上，具有教學熱忱，曾於課堂上實施差異化教學且樂於與其他教師分享，經學校認可或由講師班成員推薦者。
You are a formally certified English teacher, according to New Taipei public schools' standards, with a minimum of three years of English teaching experience in New Taipei City. You are passionate about learning, sharing ideas, and have experience in differentiated instruction. You have your current school's approval or recommendation by a member of the training program.

推薦人及服務學校 Recommended by: _____ from _____ School

推薦人職稱 Job Title: _____

- 4.本市英速魔法學院及雙語實驗課程學校之優秀外籍英語教師，具有教學熱忱，並樂於與其他教師分享差異化教學經驗及策略，經學校認可或由講師班成員推薦者。

You are an outstanding foreign teacher who has participated either in the English Wonderland or Bilingual Program. You are passionate about teaching and willing to share your classroom practices of differentiated instruction with other teachers. You have your current school's approval or recommendation by a member of the training program.

推薦人及服務學校 Recommended by: _____ from _____ School

推薦人職稱 Job Title: _____

上述資訊無造假或不實，且本人以詳閱講師培訓班學員之權利及義務。

The above information is true. I have read the obligations and benefits for joining the teacher trainer program.

申請人簽名

Applicant's signature : _____

本校同意上述教師若經錄取，得以公假派代之方式出席各階段培訓並擔任本市所辦理研習之講師，惟應與代課教師或代理人員妥善安排課務/職務/級務之交接。

The school understands that if the teacher is accepted into the program, he or she will need to leave the school for various phases of the training process. It's the school's responsibility to find a substitute teacher or staff that will cover for the days the candidate is not in school due to participating in the program.

教務主任

Head of Academic Affairs Seal _____

校長

Principal's Seal _____

第一階段集中培訓研習課表
Phase One Tentative Training Schedule

第一天：107 年 4 月 12 日（星期四） Day One: Thursday, Apr. 12, 2018		
時間 Time	活動內容 Agenda/Workshop Topics	主持人 / 講座 Presenter/Organizer
09 : 30~10 : 00	報到 / 領取資料 Sign in/ Receive Materials	英語輔導團 English Curriculum & Instruction Consulting Team in New Taipei City
10 : 00~10 : 10	長官致詞 Opening Remarks	國小教育科 廖曼雲科長 Liao, Man-Yun, Chief of Elementary Education Division, Education Department, New Taipei City
10 : 10~11 : 00	講師培訓之籌辦理念 與課程規劃/ 社群相見歡 Rationale and Planning of the Teacher Trainer Program	英語教學資源中心 李美江主任 Yvonne Li, Head of the English Curriculum & Instruction Center in New Taipei City
11 : 00~12 : 00	分組研討講綱 Group Discussion on Workshop Presentation Content	各社群主持人 The Group Leader of Each Professional Learning Community
12 : 00~13 : 00	午餐 Lunch Break	英語輔導團 English Curriculum & Instruction Consulting Team in New Taipei City
13 : 00~16 : 00	分組研討講綱 Group Discussion on Workshop Presentation Content	各社群主持人 The Group Leader of Each Professional Learning Community

第二天：107 年 4 月 13 日（星期五）

Day Two: Friday, Apr. 13, 2018

時間 Time	活動內容 Agenda/Workshop Topics	主持人 / 講座 Presenter/Organizer
8 : 30~9 : 00	報到 / 領取資料 Sign in / Receive Materials	英語輔導團 English Curriculum & Instruction Consulting Team in New Taipei City
9 : 00~12 : 00	差異化教學之英語課程活動設計 Designing Differentiated Teaching Activities	各社群主持人 The Group Leader of Each Professional Learning Community
12 : 00~13 : 00	午餐 Lunch Break	英語輔導團 English Curriculum & Instruction Consulting Team in New Taipei City
13 : 00~16 : 00	公開演說的技巧 Techniques of Public Speaking	世新大學 朱容萱教授 Josefine Chu Shih Hsin University

第四階段回饋授證課表
Phase Four: Receiving Feedback and Certification

時間：107 年 12 月 21 日 (星期五) Date: Friday, Dec. 21, 2018		
地點：規畫中 Location: To be determined		
時間 Time	活動內容 Agenda	主持人 / 講座 Presenter/Organizer
09 : 00~09 : 30	報到 Sign in	英語輔導團 English Curriculum & Instruction Consulting Team in New Taipei City
09 : 30~12 : 30	參訪英速魔法學院或英語特色學校 (暫定) Visit English Wonderland or Schools with Unique English Programs (Tentative)	英語輔導團 English Curriculum & Instruction Consulting Team in New Taipei City
12 : 30~13 : 30	午餐 Lunch Break	英語輔導團 English Curriculum & Instruction Consulting Team in New Taipei City
13 : 30~14 : 20	講師授課問卷回饋與分析 Survey Feedback Analysis from Members' Workshop Presentations	英語教學資源中心 李美江主任 Yvonne Li, Head of the English Curriculum & Instruction Center in New Taipei City
14 : 20~14 : 50	頒發講師證書 Handing out Teacher Trainer Certificates	國小教育科 廖曼雲科長 Liao, Man-Yun, Chief of Elementary Education Division, Education Department, New Taipei City
14 : 50~15 : 00	茶敘 Coffee/Tea Break	英語輔導團 English Curriculum & Instruction Consulting Team in New Taipei City
15 : 00~16 : 00	授課經驗交流與傳承 Sharing and Passing Down Experience in Teaching/Presenting	各社群主持人 The Group Leader of Each Professional Learning Community