



**SCHOOL
AMBASSADOR
FELLOWSHIP
APPLICATION
WEBINAR**

2020-2021

WELCOME

- Thank you for your interest in the School Ambassador Fellowship (SAF) Program!
- Be sure to visit the [School Ambassador Fellowship Website](#) for additional information regarding the Fellowship Application Cycle and General Information.
- Email SAF@ed.gov if you have any additional questions following this webinar.

AGENDA

- Introduction to the School Ambassador Fellowship (SAF) Program
- 2020-2021 SAF Application Information
- Application Review and Scoring Process
- Next Steps



**INTRODUCTION TO
THE SCHOOL
AMBASSADOR
FELLOWSHIP (SAF)
PROGRAM**

THE SCHOOL AMBASSADOR FELLOWSHIP PROGRAM

- The School Ambassador Fellowship (SAF) supports the Department's mission by leveraging the expertise of outstanding educators as they contribute to national education dialogue.
- The Fellows expand their leadership via in-depth learning experiences, and contribute to the broader educational landscape through meaningful interaction with education stakeholders at the local, state, and national levels.





Vision

The School Ambassador Fellowship is a United States Department of Education competition-based program designed to improve educational outcomes for students by leveraging the expertise of school-based practitioners in the creation, dissemination, and evaluation of national education policy.

Mission

The Fellowship seeks to:

- create a community of teachers, principals, counselors, psychologists, social workers and other school staff members who share expertise and collaborate with leaders in the federal government on national education issues;
- involve educators who work daily with students and teachers in developing policies that holistically affect learning environments;
- highlight practitioners' voices and expand educators' critical leadership at the national, state and local levels.

FULL-TIME AND PART-TIME FELLOWSHIP OPPORTUNITIES

Full-Time	Part-Time
Relocate to the Washington D.C. area for a year (with a living stipend)	Maintain your current residency
Work at the U.S. Department of Education Headquarters	Work remotely from your local community
40 hours per week of Fellowship work on a <u>Federal Schedule</u>	Up to 10 hours per week of Fellowship work

THE AMBASSADOR EXPERIENCE

- Serve as the Department's field expert representatives
- Work side-by-side with federal agencies and education officials
- Engage with top-tier educators from around the world
- Expand your influence and impact as an educator nationally





FELLOWSHIP BENEFITS

- Gain in depth knowledge about the work of the Department of Education and federal policy
- Facilitate the learning and input of other educators and community members
- Facilitate improved communication between the Department and the field
- Provide the Department of Education with educators' voice and perspective on policies that affect classrooms and schools



**2020-2021 SAF
APPLICATION
INFORMATION**

ELIGIBILITY REQUIREMENTS

Candidates eligible for the School Ambassador Fellowship must:

- **Be a US Citizen or Permanent Resident.**
- **Have at least five (5) years of experience as a certified educator** in a preK-12 school setting (up and including the current year).
- **Have daily meaningful interactions with students and educators in a school setting** in his/her school role.



IF YOU ARE A

- **Teacher**
- **Administrator**
- **District Administrator**
- **Student Support Personnel (social worker, psychologist, etc.), or**
- **Other School or District-based Educator (librarian, media specialist, nurse, etc.)**

EMPLOYED IN A

- **Public School,**
- **Private School,**
- **Charter School,**
- **DoDEA School, or**
- **Tribal (BIE) School**

**YOU SHOULD APPLY TO BE A
SCHOOL AMBASSADOR FELLOW!**

APPLICATION PROCESS

Online Application



Round 1 Interviews



Round 2 Interviews



Final Selection/Verification

ONLINE APPLICATION COMPONENTS

A complete application includes:



Verification of program eligibility requirements



A written personal statement



A one-page, written abstract



Two recommender forms



A participation verification form provided by a school official



A current resume and cover letter

USING THE ONLINE APPLICATION SYSTEM

<https://app.wizehive.com/appform/login/safapplicationform>



Welcome to the School Ambassador Fellowship Program on-line application system!

The work of the U.S. Department of Education (ED or Department) has significant impact on schools. The Department's mission includes collecting data on schools, disseminating research, and focusing national attention on key educational issues. The School Ambassador Fellowship is designed to support the Department's efforts in improving educational outcomes for students and families by involving school-based stakeholders in the development and implementation of national education policy. To be considered for the 2021-2022 School Ambassador Fellowship cohort, you must use this online system to submit a complete application. A complete application includes:

Eligibility Modification

LOGIN

Email

Password

[Forgot Password?](#)

SIGNUP

Email

Password

Confirm Password

LOGGING IN

- Sign-up by creating a user profile.
- If you have previously applied, you can sign in using your old login information.
- * Please note that previous applications are not stored in the system.

A screenshot of a web application interface showing two forms. The top form is titled 'LOGIN' and has a green border. It contains an 'Email' input field, a 'Password' input field, a 'Login' button, and a 'Forgot Password?' link. The bottom form is titled 'SIGNUP' and has a blue border. It contains an 'Email' input field, a 'Password' input field, a 'Confirm Password' input field, and a 'Signup' button. A blue arrow points from the first bullet point to the 'SIGNUP' form, and a green arrow points from the second bullet point to the 'LOGIN' form.

The School Ambassador Fellowship



STARTING AN APPLICATION

- Select this option to begin a new application, or to edit an application that has not been submitted yet.

Create or Edit Application

Logout

Application Status: Draft

- * Please note that once you submit an application, you cannot go back to make revisions to it.

INSTRUCTIONS

To complete an application, you must:

- Verify that you meet ALL eligibility requirements;
- Complete all required components
- Confirm that all recommendation forms are submitted
- Be sure to click the “Submit” button
- Incomplete applications will not be considered/scored.

* The application window closes on January 11, 2021 at 11:59pm Eastern Standard Time. ALL supplemental materials (resume and cover letter, letters of recommendation and verification form) must be submitted in the system at that time.



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[APPLICATION RESPONSES AND DOCUMENTATION](#) [VOLUNTARY INFO](#) [REVIEW & SUBMIT](#)

School Ambassador Fellowship Program

Instructions

In order to be considered for the School Ambassador Fellowship Program you must complete the following:

- Verify that you meet all of the eligibility requirements for program;
- Complete all the required components of this application including addressing all the sub-criteria for the different narrative questions;
- Confirm that recommendation forms are submitted on your behalf; and
- Submit the application form by clicking the "Submit" button on the last page of this application.

NOTE: You may save your application at the bottom of any page, leave the application, and return to complete it at another time.

After you have submitted your application, you will not be able to edit it. The application period closes on 1/11/2021 at 11:59 p.m. Eastern Standard Time.

Save Draft

Next

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APPLICATION ELIGIBILITY

You must be able to respond

Yes

to each question to be eligible for the fellowship.

- I am a U.S. Citizen or Permanent Resident. *
- I am currently a teacher (i.e. classroom teacher, literacy coach, math coach, etc.), administrator (i.e. principal, assistant principal, dean district level administrator, etc.), student support educator (i.e. social worker, psychologist, etc.), or other school professional (i.e. nurse, librarian, etc.) and anticipate being employed in this role throughout the 2020-2021 school year. *
- I am employed by a traditional public, charter, private, virtual, military (DoDEA), or tribal/BIE school that serves students from preschool through twelfth grade. *
- I have at least 5 years of experience as a teacher (i.e. classroom teacher, literacy coach, math coach, etc.), administrator (i.e. principal, assistant principal, dean district level administrator, etc.), student support educator (i.e. social worker, psychologist, etc.), or other school professional (i.e. nurse, librarian, etc.). *

APPLICANT INFORMATION & FELLOWSHIP TYPE

- All information with an asterisk must be completed.
- Be sure to select the type of fellowship you are seeking:
 - Full-time or
 - Part-time
- You cannot apply for both opportunities. Consult the [Program Overview](#) page for more information about each opportunity.

EXPERIENCES

In responding 'Yes' or acknowledging an experience, you must upload an artifact to verify your response.

Artifacts include, but are not limited to:

Written Publication

- Blog Post
- Article
- Policy Brief

Professional Development Training

- Session Description
- Presentation
- Participant Evaluation Form

Recognition from an Educational Organization

- Copy of the Award
- Selection Letter

National Board Certification

- Selection Letter
- Copy of Certification

Focus Groups, Listening Sessions, Etc.

- Participation Letter
- Agenda
- Data Findings

EXPERIENCES

Acceptable artifacts of service in prioritized school communities include:

Title I School

- School Report Card
- NCES ID number

Charter, private, or online school
(not to include schools that are serving students in a virtual setting as a result of Covid-19)

- NCES ID number
- Charter
- Enrollment Agreement

NARRATIVE RESPONSE: PERSONAL STATEMENT

Describe how your personal and professional experiences would benefit the School Ambassador Fellowship, the Department of Education, and education communities in general.

Your personal statement should address the following elements:

1. Personal and professional experiences that have **defined you as an educator**;
2. Ways in which you have used your career to be an **agent of change** within your local school district, state, or at the national level;
3. How you plan to **leverage your professional networks**, resources, and abilities to promote the Secretary of Education's priorities and the Department's strategic goals and initiatives; and
4. How you believe your membership in the School Ambassador Fellowship will **benefit your school community and/or district**.

NARRATIVE RESPONSE: PROJECT ABSTRACT

Each School Ambassador Fellow will identify a problem of practice facing educators within their school, district, state, or nationwide that they will work towards addressing through completion of a yearlong action research project.

Your project abstract should address:

- A challenge that your school community is facing;
- Resources and networks you will leverage for sustainability;
- The benchmarks you'll use to measure short, mid, and long-term success;
- How your project outcome aligns with the Secretary of Education's priorities.

RESUME AND COVER LETTER

- A resume and cover letter are required for all program candidates and must be uploaded to the online application system.
- Resumes should, at a minimum, provide current and best contact information, clearly indicate the current school and district in which you serve and verify that you have been in education for at least five years (including the current school year).
- Your resume is required to verify eligibility; however, information within one's resume is used to validate and enhance reviewers' understanding of information contained within your narrative responses.

NOTE: All personally identifiable information shared through this process will be secured and used for application review and follow-up communication alone.

ATTESTATION OF SUPPORT

- Participation in the School Ambassador Fellowship is contingent on the partnership between the applicant's local school district and the United States Department of Education.
- You are required to submit a Fellowship Participation Verification form from a school district official to submit your application for review.
- * **School district officials include members of district administration that work in the office of the superintendent, human resource officials, or officials within the business office who can approve the required Intergovernmental Personnel Act (IPA) agreement between the district and the Department of Education.**

ATTESTATION OF SUPPORT



UNITED STATES DEPARTMENT OF EDUCATION
OFFICE OF ELEMENTARY AND SECONDARY EDUCATION

School Ambassador Fellowship Participation Verification Form

The work of the U.S. Department of Education (ED or Department) has significant impact on schools. The Department's mission includes collecting data on schools, disseminating research, and focusing national attention on key educational issues. As a School Ambassador Fellow, this individual will add a critical school-level perspective and help the Department to more effectively share information about education policy and public resources with the field. Fellows assist the Department in:

- recognizing the importance and impact of educators in schools on instructional leadership, talent management, and community culture;
- improving education programs and policies by strengthening the connection to practical knowledge about school realities to find a better way to recruit, prepare, develop, and retain effective school leaders; and
- highlighting the voice of educators throughout the country.

Participation in the School Ambassador Fellowship is contingent on the partnership between the applicant's local school district and the United States Department of Education, established through an Intergovernmental Personnel Act (IPA) agreement between your organization and the Department.

Please sign below to confirm your organization's awareness and support for _____'s application to become a School Ambassador Fellow for the 2021-2022 academic year. By signing below, you understand that, if selected, _____'s acceptance in the 2021-2022 School Ambassador Fellowship is contingent upon completion of a signed agreement between your organization and the Department of Education.

Signature of Certifying School Official Name and Title of Certifying Official Date Signed

- * Please note that **applications without a completed verification form** are considered incomplete applications and **will not be scored.**
- * All supplemental materials, **including the verification form**, are due by 11:59pm EST on January 11, 2021.

RECOMMENDATION REQUESTS

- You are required to submit **Two (2) Recommendation Forms** in order to complete the Fellowship application.
- To request recommendations you will send a “Recommendation Request” to two recommenders. To send the “Recommendation Request” follow these steps:
 - Click [Here](#) to open a new tab for the ‘Main Menu’
 - Click on the menu choice: “Add or Edit Recommendation Requests”
 - Complete the “Recommender Request Form” and click on “Save & Exit” to submit the form
- The recommenders will receive an email stating that you have applied for the School Ambassador Fellowship Program and request that they complete and submit a Recommendation Form.

RECOMMENDATION REQUESTS

- You will be able to see the status of their submission (either “person has been contacted” or “person has responded”) by returning to the “Add or Edit Recommendation Requests” page.
- * **At least one of your Recommendation Forms must be completed by a school district official.**
- * **Please note that submission of both Recommendation Forms are required by the time the School Ambassador Fellowship application officially closes at 11:59pm EST on January 11, 2021.**

VOLUNTARY INFORMATION

- How did you hear about the School Ambassador Fellowship?
 - Search engine (Google, Yahoo, etc.)
 - Department of Education Website
 - Recommended by a colleague or friend
 - Social Media Post (Facebook, Twitter, Instagram, etc.)
 - Blog or publication
 - Other

- The U.S. Department of Education seeks to select a final team of Fellows which can represent the diversity of our student body and contexts in which students receive instruction across the country. None of the following voluntary information will be used in the assessment of candidates' applications but helps us to review the diversity of our candidate pool.



**APPLICATION
REVIEW AND
SCORING
PROCESS**

SCORING CRITERIA

Personal Statement = 80 pts

- Personal Experience/Unique Skillsets = 20 pts
- Change Agent = 20 pts
- Networks and Resources = 20 pts
- Impact and Benefit = 20 pts

Project Abstract = 20 pts

- Problem of Practice and Root Causes = 5 pts
- Resources = 5 pts
- Benchmarks and Sustainability = 5 pts
- Alignment with Priorities = 5 pts

APPLICATION REVIEW

All materials within the application will be assessed against the key qualities we seek in School Ambassador Fellows. These key qualities include:

- **Demonstrable Contributions to Student Learning**
- **Effective Leadership Skills**
- **Strong Communication Skills**
- **Relevant Interests and Expertise**
- **School System Support**

SUPPLEMENTAL MATERIALS

All supplemental materials will be reviewed for the purposes of:

- Determining program eligibility and
- Verifying applicant responses

APPLICATION REVIEW AND SCORING PROCESS

Screen

Applications are screened for program eligibility.

Review

Supplemental materials (artifacts, resumes, letters of recommendation, etc.) are reviewed.

Evaluate

Independent peer reviewers made up of current and former School Ambassador Fellows, and current and retired educators evaluate qualified applications against a 100-point rubric.

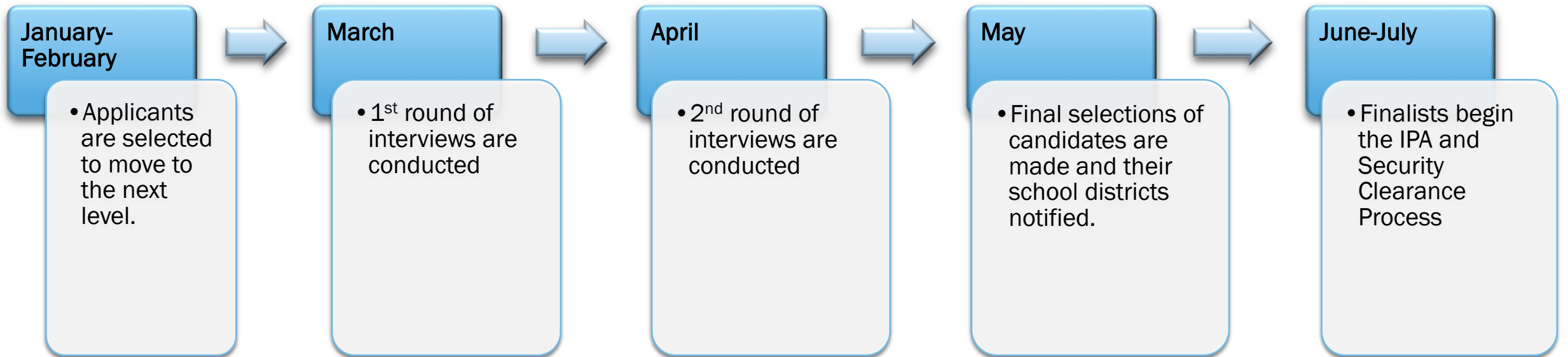
Advance

Approximately 100 candidates are selected to advance to the virtual interview stage.



NEXT STEPS

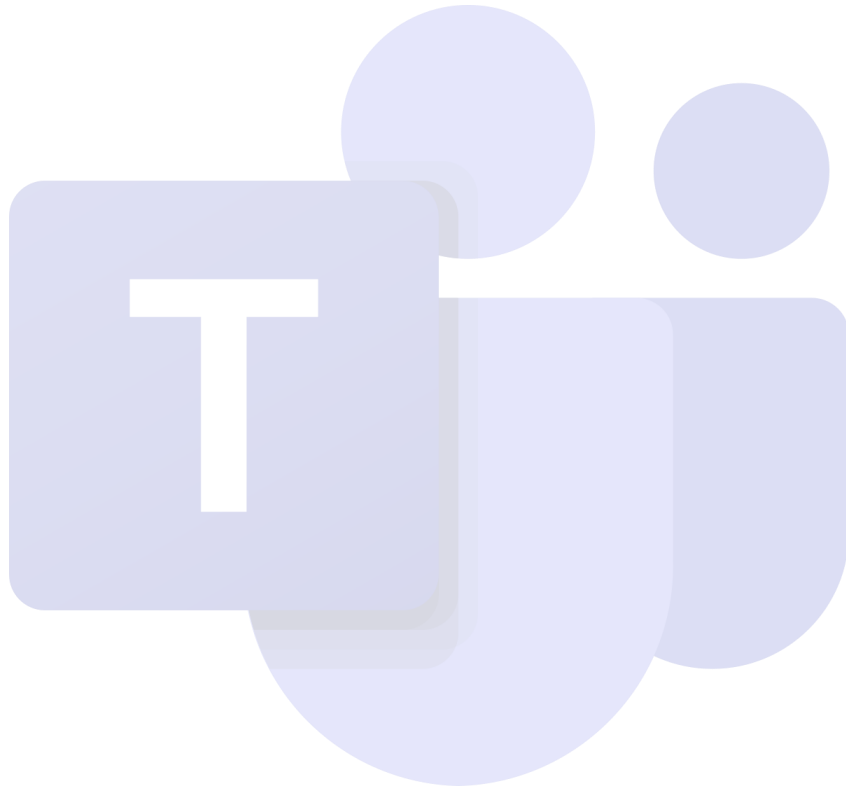
NEXT STEPS



LIVE Q&A SESSION

Monday, December 21st from 5-6 pm EST

Microsoft Teams



Join on your computer or mobile app:

[Click here to join the meeting](#)

Or call in (audio only): [1 202-991-0393](tel:12029910393),

Phone Conference ID: [570 098 223#](tel:570098223)

APPLICATION RESOURCES



[ONLINE APPLICATION](#)

 [VERIFICATION FORM](#)

[PROGRAM OVERVIEW](#)

[INFORMATIONAL FLYER](#)



FOR MORE INFORMATION PLEASE EMAIL



SAF@ED.GOV

OR VISIT THE [SAF WEBSITE](#)

