



# School Ambassador Fellowship

Applicant Webinar for the  
2024-2025 Fellowship



# Welcome

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- 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.
- [SAF@ed.gov](mailto:SAF@ed.gov) if you have any additional questions following this webinar.
- This webinar is being recorded!
- Feel free to use the chat function when we get to the Q&A section.

# SAF Team Introductions – Program Staff



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*SAF Experience Lead*

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## SAF Team Introductions-Former Fellow and SAF Advisor

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**Cynthia Hunter**  
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**TSL Group Leader**  
*Effective Educator Development Program*

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## SAF Team Introductions – Fellow

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**Lauren Stuart**  
Full-Time Cohort 15 Fellow

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[Lauren.Stuart@ed.gov](mailto:Lauren.Stuart@ed.gov)



# Agenda

- 01 Introduction to the School Ambassador Fellowship (SAF) Program
- 02 2024-2025 SAF Application Process Overview
- 03 Application Components
- 04 Application Portal Demo
- 05 Application Review Process and Scoring
- 06 Next Steps

The background is a solid blue color. On the left side, there is a large, faint, light blue number '01'. On the right side, there is a pattern of overlapping triangles in various shades of blue, creating a 3D effect.

# The School Ambassador Fellowship (SAF) Program



# Mission

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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.

# Vision

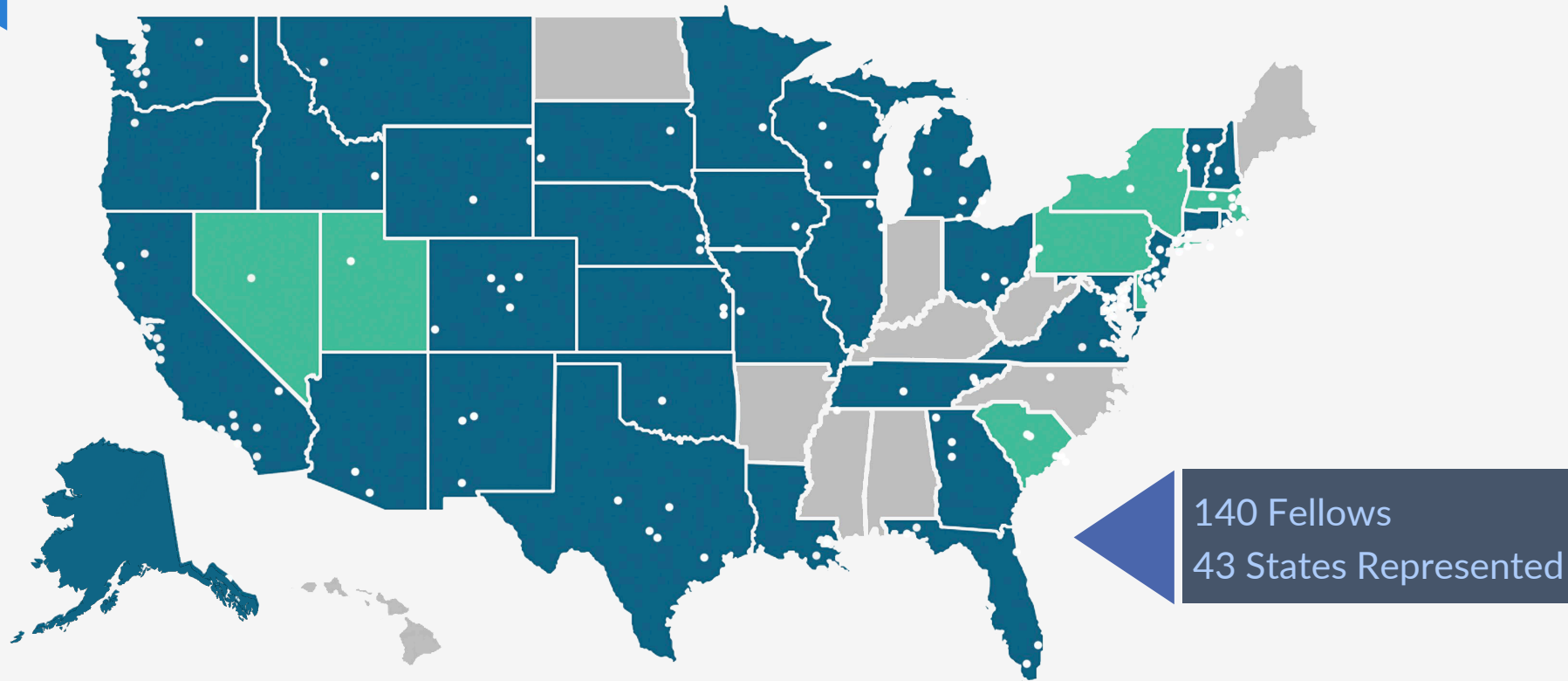
The Fellowship seeks to:

- ▷ 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.



# The Fellowship Network

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# The SAF 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 experience and contribute to the broader educational landscape through meaningful interaction with education stakeholders at the local, state, and national levels.





# The Ambassador Experience

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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 influence  
and impact as an  
educator nationally



# Fellowship Benefits

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## Benefits for the Department

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- Provide the Department of Education with educator's voice and perspective on policies that affect classrooms and schools.
  - Fellows share their unique expertise and can collaborate on national education issues.
  - Facilitate improved communication between the Department and the field.
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## Benefits for the Fellows

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- Gain in depth knowledge about the work of the Department of Education and federal policy.
  - Contribute their knowledge to the development of education policy on a broader scale.
  - Facilitate the learning and input of other educators and community members.
  - Expand their leadership at the national, state, and local level.
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# Two Opportunities

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## Full-Time

Maintain current residency

Work as a Federal Employee  
remotely at the  
U.S. Department of Education

40 hours per week of  
Fellowship work on a  
[Federal Schedule](#)

## Part-Time

Maintain current residency

Work remotely from the  
local community

Up to 10 hours a week of  
Fellowship work

# Dual Track Programming

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Applicants can choose the track that best fits their schedule.

## Track A



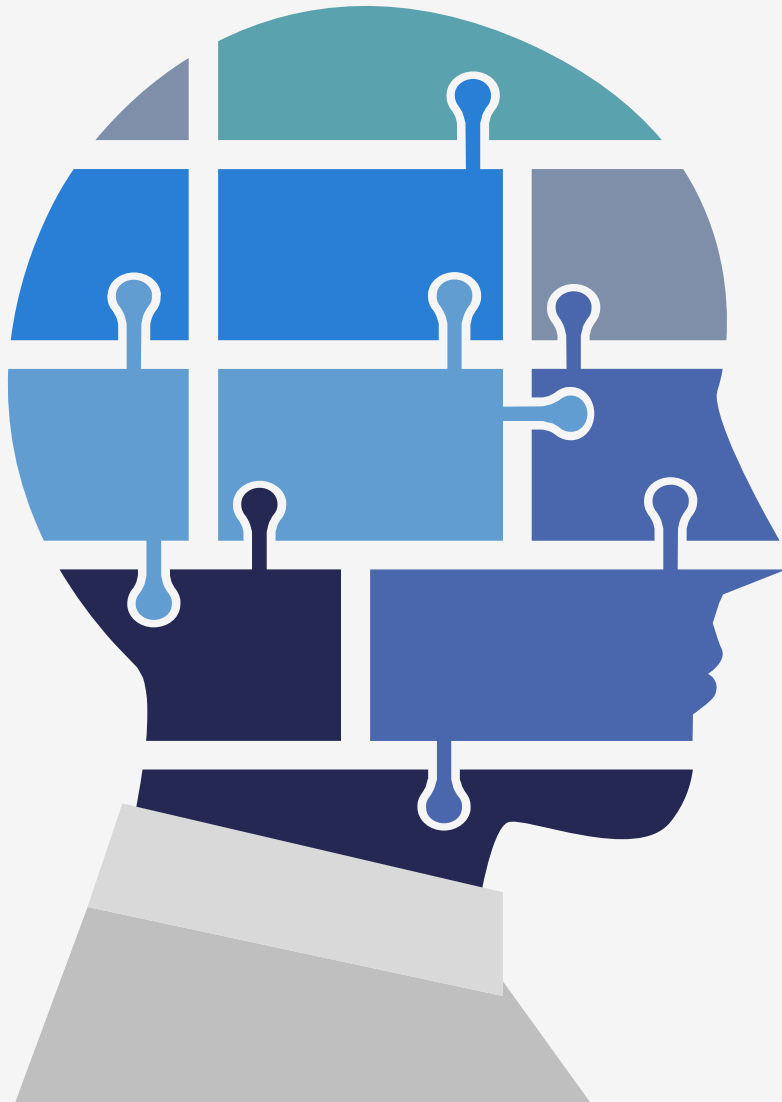
## Track B



*\*Please note that these dates are tentative and subject to change.*



# 2024-2025 Application Process Overview



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## Desired Candidates

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- Demonstratable Impact on Student Outcomes and School Success
- School and Community Leadership
- Outreach Activities and Project Management
- Relevant Interests and Expertise
- School System Support



# Eligibility

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Eligible candidates must:

- Be a **US Citizen** or Permanent Resident
- **Have at least five (5) years of experience as an educator** in a preK-12 school setting (up to and including the current school year).
- Have **daily meaningful interactions with students and educators** in a school setting in their role
- **Employed** by a traditional accredited public, charter, private, virtual, military (DoDEA), or tribal (BIE) **school/district**.
- **Currently be a teacher, administrator, student support provider, or other school staff member** (and anticipate being employed in this role during the next school year).



# Application Process

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Pre-Screening



Online Application Review



Round 1 Individual Interviews



Round 2 Final Group Interview



Final Selection & Verification

# Online Application Components



03

# Application Components



# Personal Statement Video

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In a video of no more than **3 minutes in length**, provide a personal statement that describes how your **personal and professional experiences would benefit the School Ambassador Fellowship**, the Department of Education, and education communities in general.

Your personal statement abstract should address:

- Your **personal and professional experiences** have defined you as an educator;
- The extent to which you have used your career to be an agent of change within your local school district, state, or at the national level; and
- The extent to which you will leverage your professional networks, resources, and abilities to promote the Secretary of Education's priorities and the Department's strategic goals and initiatives.



# Project Abstract

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Each School Ambassador Fellow will identify a challenge facing students and/or 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.**

# Past Capstone Projects

## Principal Leadership

Building a national community of practice summit

## Student Voice

Connecting student voice to local, state, and national educators

## Community Schools

Convening Community Schools state-wide

## Addressing Mistrust

Developing community relations through improved communication practice

## Social Emotional Learning

Supporting post-pandemic wellness for schools

## Vocational Education

Producing a mini-documentary to highlight vocational education





# Experiences and Achievements

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Educational  
Publications

Presenting and  
Leading  
Professional  
Learning

Honors and  
Recognitions

Continuing  
Learning or  
Educator  
Credentials

Involvement in  
Educational Policy  
Discussions and  
Decision-Making



# Artifacts

- Upload **1 file** of no more than **10 pages**.
- Brief **description** of artifact (i.e. article, book, program agenda, etc.).
- Indicate the specific **page number** that shows evidence.

## Educational Publications

- Blog Post
- Article
- Book

## Presenting and Leading Professional Learning

- Session Description
  - Presentation
- Participant Evaluation Form

## Honors and Recognitions

- Copy of the Award
- Selection Letter

## Continuing Learning and Advanced Educator Credentials

- National Certification
  - State Credentials
- Educator Licensure or Certification

## Involvement in Educational Policy Discussions and Decision-Making

- Participation Letter
  - Agenda
  - Data Findings



# Other Information

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## School Type

- Public
- Charter
- Private
- Private Charter
- Parochial
- Virtual/Online
- DoDEA
- Other

## School Region

- Urban
- Suburban
- Rural
- Other

## Title 1 School

- Yes
- No

## Current Job Role

- Full-Time Classroom Teacher
- Principal or Head of School
- Assistant Principal
- Instructional Coach
- Other

## Fellowship Preference

- Full-Time
- Part-Time
- Fall
  - *September-March*
- Spring
  - *January-June*

# Voluntary Information

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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.

# Recommendation Requests

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You are required to submit **Three (3) Recommendation Forms** in order to submit the Fellowship application.

- 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.
- At least one form must be completed by a supervisor
- Forms and application must be submitted by **11:59 pm EST February 5, 2024.**

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# Application Portal Demo

[Applicant Portal](#)

# Logging In



Applicant Registration

## School Ambassador Fellowship Program Online Application

**i** Already have an account? Click [here](#) to log in.

### For New Users

By clicking 'Continue', you will be prompted to answer 4 'yes/no' questions that will determine your eligibility for the School Ambassador Program. Once your eligibility has been verified you will be prompted to create your profile and register.

### For Returning Users

Click on the link within the Information Box to be directed to the Sign In page. Use the email address and password you created when you originally signed up for the portal. If you have forgotten your password, click "Forgot Password" and follow the prompts to reset your password.

CONTINUE

# Create a Profile with Login.gov

The Applicant  
Profile *must  
be completed*  
to access the  
application.



## School Ambassador Fellowship Program Online Application

### Login.gov Registration

Please follow these steps if you do not already have a login.gov account, if you already have an account please proceed, by filling out the below fields.

1. Go to login.gov registration page by following the URL in step 2.
2. <https://secure.login.gov/>
3. Register an account by following the provided instructions on the website.
4. Once you have registered and obtained your login.gov credentials, return to this form to continue.
5. Enter your login.gov email address in the "Login.gov Email" field.
6. Confirm your login.gov email address by re-entering it in the "Confirm Login.gov Email" field.

Please ensure that you have registered an account on login.gov and obtained your login credentials before filling out the email fields on this form. This will allow us to successfully link your account.

Login.gov Email \*

0/100

Confirm Login.gov Email \*

0/100

### Applicant Information

First Name \*

0/100

Last Name \*

0/100

Phone Number \*

0/12

Phone number must be entered as xxx-xxx-xxxx

### Current Address

Street Address Line 1 \*

0/100

Street Address Line 2

0/100

City \*

0/100

State \*

-- Select --

Zip Code \*

0/100

### Terms of Use

#### WARNING: Consent Information

You are accessing a U.S. Federal Government computer system intended to be solely accessed by individual users expressly authorized to access the system by the U.S. Department of Education. Usage may be monitored, recorded, and/or subject to audit.

For security purposes and in order to ensure that the system remains available to all expressly authorized users, the U.S. Department of Education monitors the system to identify unauthorized users. Anyone using this system expressly consents to such monitoring and recording. Unauthorized use of this information system is prohibited and subject to criminal and civil penalties.

# Get Started

Profile is Complete

## School Ambassador Fellowship Program Online Application



### SUCCESS

Your account was created.  
Please check your email for  
further instructions.

Begin Application



## Registration Complete for SAF

Inbox x



**U.S. Department of Education - School Ambassador Fellowship** <noreply@forms.ed.gov> 11:51AM (1 minute ago) ☆ ↶ ⋮  
to me ▾

Dear TestDonna TestDonna,

Your registration (**TEST**) is complete for the SAF Program, organized by the U.S. Department of Education. To log in, please visit <https://forms.ed.gov/> and sign in using your [login.gov](https://login.gov/) credentials.

Should you encounter any technical difficulties during the application process or have any questions regarding the application, please don't hesitate to reach out to our dedicated support team at [SAF@ed.gov](mailto:SAF@ed.gov).

Best regards,

U.S. Department of Education



# Signing In

 **U.S. Department of Education**

[Student Loans](#)

[Grants](#)

[Laws](#)

[Data](#)

## Sign in with your verified account



Sign in with  LOGIN.GOV

Department of Education Account

### Don't have an account?

If you don't have an account already, sign up here:

Create Login.gov account

# Applicant Portal

Notifies  
Remaining  
Days to Submit

Click “Start  
Application”  
to Begin

Home

Welcome to the School Ambassador Fellowship (SAF), TestDonna TestDonna!

⌚ 66 DAYS REMAINING TO SUBMIT APPLICATION

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

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 2022-2023 School Ambassador Fellowship cohort, you must use this online system to submit a complete application. A complete application includes the following:

- Verification of Experiences
- Personal Statement
- Project Abstract
- Recommendation Forms
- Current Resume and Cover Letter

**The deadline for submitting your online application is 11:59 PM EST on February 5, 2024.** You may revise and/or submit information in your application any time prior to the deadline before completing your application. You may contact [SAF@ed.gov](mailto:SAF@ed.gov) with any questions or concerns about the application process or about your specific application submission.

[START APPLICATION](#)

# Save, Complete, & Close

## SAF Application

### > General Information

- ☐ Experience and Achievements
- ☐ Personal Statement
- ☐ Project Abstract
- ☐ Resume and Cover Letter
- ☐ Recommendation Request Form
- ☐ Review

### ▼ Applicant's Information

First Name \*

TestDonna

Middle Initial

Last Name \*

TestDonna



All correspondence will be sent to the Email Address provided below. Please review and update if necessary.

Primary Email \*

0/255

Primary Telephone Number \*

724-439-0479

Ethnicity

-- Select --

Race Category

-- Select --

### ▼ School Information

School Name \*

0/255

Street Address Line 1 \*

0/100

Street Address Line 2

0/100

# Fellowship Type

Full-Time  
or  
Part-Time

Fall 2024  
or  
Spring 2025

Current Job Role \*

Other

▼

Job Role Description \*

other

5/50

Is your school a Title I school? \*

Yes

☒

No

☐

Select the School Ambassador Fellowship type you are seeking ? \*

Part-time Fellow

▼

When would you prefer to begin your Fellowship? ?

Either Cohort

▼

Where did you learn about this opportunity?

Current or former Fellow

✕ ▼

Select all that apply

SAVE DRAFT

NEXT



# Application Review & Scoring Process

# Scoring Criteria

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Artifacts  
(preliminary score)

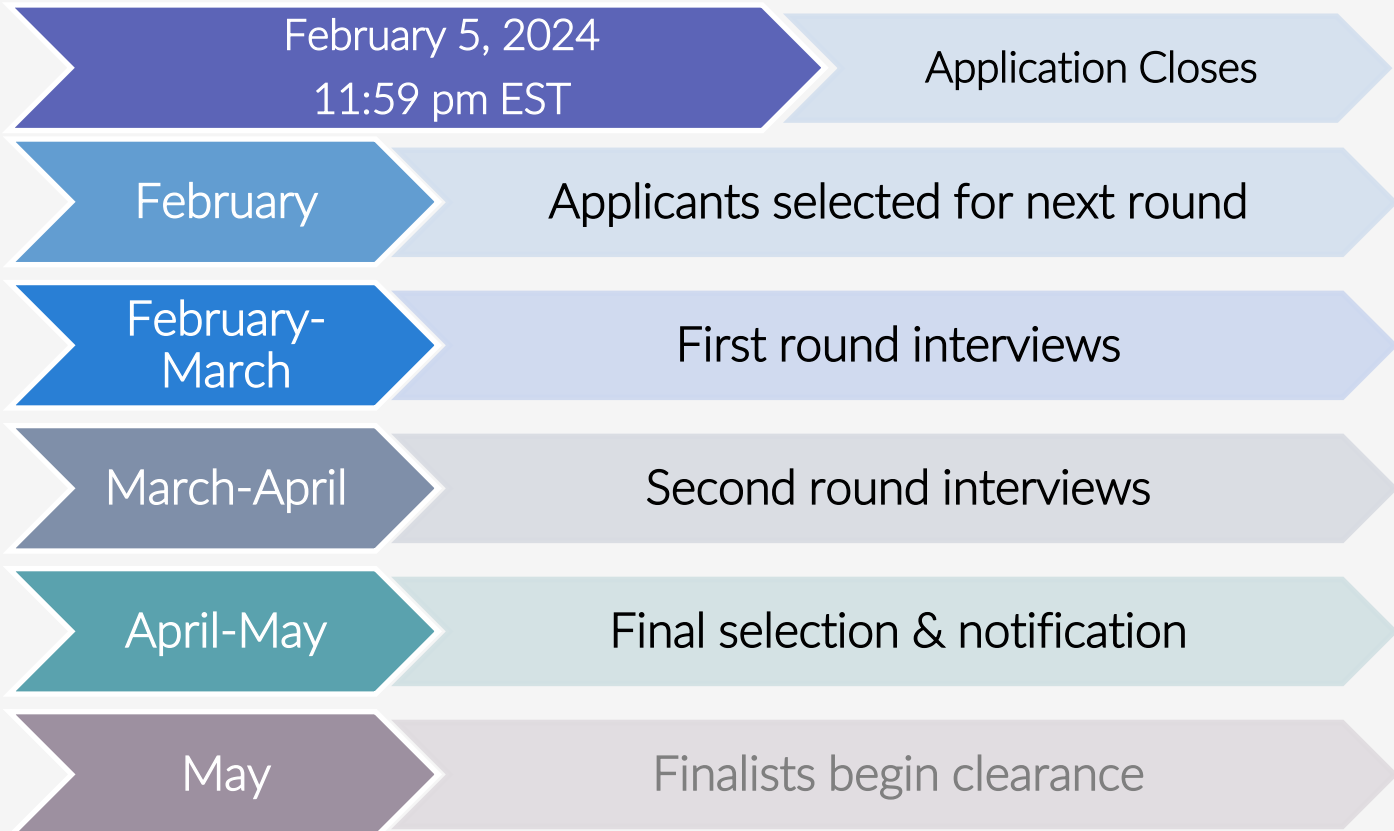
Personal  
Statement (75%)

Project Abstract  
(25%)



# Selection Process

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# 06

Next Steps



# Application Resources

[ONLINE APPLICATION](#)

[PROGRAM OVERVIEW](#)

[INFORMATIONAL FLYER](#)



# QUESTIONS?

For more information, contact:  
[SAF@ed.gov](mailto:SAF@ed.gov) or visit the [SAF Website](#)