**RRISD RRISE Program**

**2013-2014 Teacher Career Leadership Log**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Campus: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

**To be eligible for the Teacher Career Leadership Award, one of the following criteria must be met and be supported by the Teacher Career Leadership Log**. **These activities must take place between 06/10/2013 and 06/03/2014. Teachers may only qualify under one of these categories.**

* Chair a committee/team that convenes at least eight times during the school year (grade level, department, academic). Documentation: meeting notes, career leadership log, and dated sign-in sheets for each meeting. See RRISE program definitions for a detailed description of sign-in sheet requirements.
* Serve as sponsor for an extracurricular organization that convenes at least eight times during the school year. Documentation: meeting notes, career leadership log, and dated student sign-in sheets for each meeting. Students must include their first name at a minimum, preferably their first and last name. See RRISE program definitions for a more detailed description of student sign-in sheets.
* Provide at least 24 tutoring hours (i.e. before/after school, during the teacher’s conference period, during Saturday School, Title I Summer Programs or ASPIRE). Participants may accumulate these Career Leadership hours through any combination of tutorial hours. Documentation: dated student sign-in sheets, career leadership log, and lesson focus for each tutoring session. The sign-in sheet must include individual student signatures. Students must include their first name at a minimum, preferably their first and last name. (See RRISE program definitions for a description of the “lesson focus” requirement and a definition of student sign-in sheets.)
* Mentor a new teacher(s) with evidence of at least eight collaborative sessions. A new teacher is defined as one who is in their first year teaching at a campus, grade level, or department. Documentation: meeting notes and sign-in sheets for each meeting.
* Meetings utilized for the Teacher Career Leadership Award cannot be counted toward any other Meets Expectations Awards.
* Other Leadership Roles: Eligibility will be determined on a case-by-case basis by the RRISE Program Associate Director. The RRISE participant must submit an explanation of the proposed role via email to the RRISE Program Associate Director no later than October 4, 2013. The role must meet the criteria of eight meetings or 24 hours of invested time. Furthermore, the campus principal must support the participant’s request. Proof of RRISE Program Associate Director approval must be submitted within the teacher’s Career Leadership folder.
* Submit electronic documentation, organized according to the Program Documentation Guidelines, no later than 5 p.m. on June 3, 2014.
* Please note: Credit will be denied if participants do not follow instructions for the electronic organization of documents, outlined in the RRISE Program Documentation Guidelines.

**Specify Approved Leadership Role**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of Committee/Team, Extracurricular Organization, Mentee:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Date** | **Time** | **Description of meeting, activity, or tutoring session. If activity is a tutoring session, describe the lesson focus for each tutoring session here.** | **Supporting documentation**  **(indicate type of documentation and location of documentation)** |
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**Include (in electronic format) meeting notes and sign-in sheets for each meeting. If the eight meetings are from the sponsorship of a student organization, a student sign-in sheet is evidence. If using tutorial hours, documentation is student sign- in sheets and the lesson focus (listed above) for each tutoring session. A campus administrator, along with the teacher participant, must sign this form and it must be located in the teacher’s electronic folder per the RRISE Program Documentation Guidelines.** (See RRISE program definitions for description of meeting notes, lesson focus, and sign-in sheet requirements. Samples of meeting notes are also posted on the RRISE website.)

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Teacher’s Signature Administrator’s Signature

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Date Date