# Empowered Paraprofessionals Presenter Application Form

## Purpose

Empowered Paraprofessionals is a one-day conference designed to give paraprofessionals opportunities to gain or improve knowledge and skills important to their position, job performance, and career growth. It is targeted to provide paraprofessionals with information that will enhance their role and members of the educational team and practical information regarding educational methods and resources that may be used in a variety of education settings.

## Agency of Education Mission

The Agency of Education implements state and federal laws, policies, and regulations to ensure all Vermont learners have equitable access to high-quality learning opportunities. The Agency accomplishes this mission through the provision of its leadership, support, and oversight of Vermont’s public education system.

## Special Education Vision

Our team, together with all stakeholders, ensures access opportunity, and equity by providing solution-based oversight, leadership and support to build capacity and improve student outcomes.

## Directions for Application

Please complete the “Empowered Paraprofessionals Presenter Application Form” including presenter(s), workshop/presentation and contact information. Please attach your resume along with the “Empowered Paraprofessionals Presenter Application Form”. Proposals shall be delivered via e-mail attachment (Microsoft Word or PDF document) and shall arrive in the email in-box of Ana Kolbach, ana.kolbach@vermont.gov no later than March 2, 2020.

After receiving your application, a team will review your application and use the “Selection of Presenters” form to score and select presenters. Selected proposals will receive an email notification and a follow-up phone call to discuss process for Empowered Paraprofessionals.

Any and all electronic or information technology used to promote, communicate or otherwise disseminate information related to work this workshop, including, but not limited to: websites, social media campaigns, online surveys, and digital documents, shall adhere to [State of Vermont Accessibility standards and other relevant web policies](https://digitalservices.vermont.gov/about-us/ads-websites): The State of Vermont has adopted Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794 (d)) and the W3C Web Accessibility Initiative standards.

Any and all products of the Presenter’s work, to the extent that they are specific to this presentation and to the State, including, but not limited to: outlines, reports, manuals, printed materials, charts, sketches, drawings, recordings, videos, art work, plans, photographs, specifications, estimates, digital documents, computer programs, websites, surveys, shall adhere to [State of Vermont brand standards](http://cmo.vermont.gov/): The inclusion of a logo or emblem on any product must be approved by the State prior to final production.

## Criteria for Selection

Selection of proposed workshop or trainings will be scored on a scale of 1 (lowest) to 5 (highest) with a total possible score of 55 using the scoring rubric in the “Selection of Presenters” document. Selected presenters will receive a certificate of recognition and professional development hours. Neither honoraria nor expenses are provided to presenters.

## Contact Information:

If you have questions about this document or would like additional information, please contact:

Ana Kolbach, Special Education, at ana.kolbach@vermont.gov or 802-828-2569

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# Submission for Workshop or Presentation

Name(s) of presenter(s):

Experience of presenter(s):

(Please describe any professional, practical, or personal experience related to your training/workshop and if you have presented on this topic before)

Resume(s) included:

Title of training/workshop:

Description of training/workshop:

(Please describe how this training/workshop will benefit paraprofessionals, it’s connection to AOE’s mission/vision or proposed training topics, and any evidence or research that supports this training/workshop)

Key deliverables and learning objectives for participants:

(Please describe how the deliverables or learning objectives will benefit paraprofessionals, it’s connection to AOE’s mission/vision or proposed training topics, and evidence or research that supports this training/workshop)

Timing and Mode of delivery:

(Please describe the level of interaction for participants and the timing of this training/workshop)

# Contact Information:

Person(s) responsible:

Email of person responsible:

Phone number of person responsible:

Date of submission: