

In order to apply for the J-LEAP program, please complete this application form (handwritten is fine), answer the essay questions, attach a sample lesson plan, a copy of the Japanese program's syllabi and supervisor's resume. Please make a copy of each item and enclose both the originals and copies, in a full size envelope and mail to:

THE LAURASIAN INSTITUTION, ATTN: J-LEAP, 12345 LAKE CITY WAY NE #151, SEATTLE, WA 98125 PHONE 206-367-2152

**DEADLINE: Arrive in Office by January 24, 2012**

Date \_\_\_\_\_

Host Organization Name \_\_\_\_\_

School District \_\_\_\_\_

Status  Elementary School  Middle School  High School

Administrator's Name \_\_\_\_\_ Title \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

Host Organization Address \_\_\_\_\_

Host Organization Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Supervisor Home Address \_\_\_\_\_

Supervisor Home Phone \_\_\_\_\_ Cellphone \_\_\_\_\_

E-Mail \_\_\_\_\_

Send ALL J-LEAP mailings to:  School  Home

Is the supervisor available to attend a 4-day orientation session (includes travel) in Los Angeles, August 9-12, 2012?

Yes  No

**Please answer the following questions:**

1. How long has the supervisor taught Japanese at the present school? \_\_\_\_\_ years; Career total? \_\_\_\_\_ years

2. How long has the supervisor studied Japanese Language? \_\_\_\_\_ years  Native

3. How long has the supervisor been involved in Japan-related activities? \_\_\_\_\_ years

4. Does your site have access to staff who speak Japanese other than the supervisor?  Yes  No

If yes, please list the name(s) and phone number(s) of the staff.

Name	Title	Phone
_____	_____	_____
_____	_____	_____

5. Estimate the number of normally scheduled work days the supervisor anticipates being absent during the 2012-13 academic year (include sick days, maternity leave, professional conferences, etc.). If more than five consecutive days, explain on a separate sheet of paper how the supervisor would plan with the assistant in such a situation. \_\_\_\_\_ days

**SCHOOL INFORMATION**

1. When is the first teacher work day of the 2012-13 school year? \_\_\_\_\_; Last work day? \_\_\_\_\_

2. Participating School(s): Please list all schools in which the assistant might be working. If the assistant will work at more than one school, please provide answers to questions 3 through 8 for each school on a separate piece of paper.

\_\_\_\_\_  
\_\_\_\_\_

Is parking free at each of these schools?  Yes  No

If no, list which schools would and would not be willing to waive the parking fee.

\_\_\_\_\_  Yes  No \_\_\_\_\_  Yes  No  
 \_\_\_\_\_  Yes  No \_\_\_\_\_  Yes  No

J-LEAP 2012-13 APPLICATION

3. What year did the school introduce Japanese language instruction? \_\_\_\_\_

4. Does this school participate in the Japanese National Honor Society?  Yes  No

5. List the levels of Japanese Language classes the school offers and the estimated enrollment for each level.

Enrollment in level I _____	Enrollment in level II _____
Enrollment in level III _____	Enrollment in level IV _____
Enrollment in level V or AP/IB _____	Exploratory/Elementary School Enrollment _____

6. Which textbooks and resources does the Japanese program use for each level?

Level I Textbooks and/or Resources \_\_\_\_\_

Level II Textbooks and/or Resources \_\_\_\_\_

Level III Textbooks and/or Resources \_\_\_\_\_

Level IV Textbooks and/or Resources \_\_\_\_\_

Level V or AP/IB Textbooks and/or Resources \_\_\_\_\_

Exploratory or Elementary school programs \_\_\_\_\_

7. Has this Japanese language program been impacted by budget cuts facing most school districts around the U.S.?

\_\_\_\_\_

\_\_\_\_\_

8. Does the administration show support for growing the Japanese language program? If so, how? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## COMMUNITY INFORMATION

1. Teaching assistants have drivers' licenses although some are more skilled than others. Check which case fits the local situation:

- Driver needs to be confident driving on busy freeways and congested urban streets
- Driver needs to be competent but driving is less challenging than in urban areas

2. Are there any weather related driving conditions of which the teaching assistant should be aware? \_\_\_\_\_

\_\_\_\_\_

3. The supervisor is required to find a host family who will host the teaching assistant until November 30. The host family will receive \$500/month to defray the costs of room and board. Please understand that host family circumstances may change or personalities may not match. In such a situation, the supervisor is required to find an alternate host family. It is therefore recommended to look for a back-up family while looking for the host family.

Has the supervisor spoken to any potential host families as part of this application?  Yes  No

If no, please tell us three ways the supervisor will pursue finding a host family.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## ESSAY QUESTIONS

The following questions should be answered by the potential supervisor on a separate, typed piece of paper. Limit your responses to 500 words per question.

1. What are the Japanese language program's goals?
2. Thinking about a single day in the classroom, discuss how you would supervise and integrate the assistant so that program goals are enhanced?
3. Please describe any previous team teaching and mentoring experience.
4. What kind of impact do you think this opportunity may create after the assistant's two year term is completed?

## SUPERVISOR EXPECTATIONS

1. How often does the supervisor hope to meet his or her assistant to discuss plans for teaching during a normal week?

- Everyday                       4 times a week                       3 times a week  
 Twice a week                       Once a week                       Other

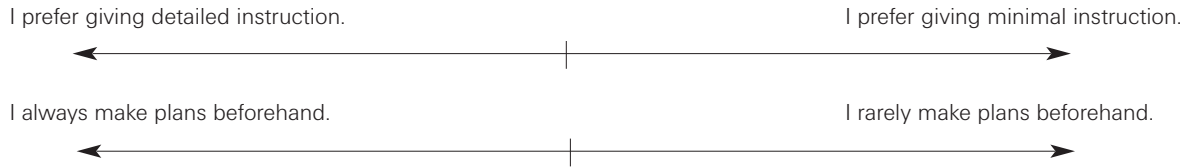
2. What kind of activities will the assistant be involved in? Write "**M**" = mandatory or "**O**" = optional in the parentheses.

PLEASE NOTE: "Optional" means the assistant will be encouraged, but will not be required, to join in the activity.

- |   |  |
|---|--|
| ( ) Attending teachers' meetings                            | ( ) Participating in students' club activities |
| ( ) Teaching split level (combined level) classes           | ( ) Tutoring                                   |
| ( ) Teaching at another school in addition to the main site | ( ) Grading                                    |
| ( ) Creating materials                                      | ( ) Making lesson plans                        |
| ( ) Curriculum development                                  | ( ) Doing exploratory classes at other schools |
| ( ) Attending parent-teacher conferences                    | ( ) Doing administrative tasks                 |
| ( ) Other _____   |  |
| ( ) _____   |  |

3. For the following continuums, please place a mark in the area on the line below that best describes your personality traits. This information is used purely for matching assistants and supervisors.

I am independent.	I am dependent.
←────────────────── ──────────────────→	
I am an introvert.	I am an extrovert.
←────────────────── ──────────────────→	
I get up early.	I sleep in.
←────────────────── ──────────────────→	
I keep my classroom neat and tidy.	I keep my classroom a little cluttered.
←────────────────── ──────────────────→	
I prefer working in a quiet place.	I prefer working with music/radio.
←────────────────── ──────────────────→	
I am organized.	I am rather unorganized.
←────────────────── ──────────────────→	
I quickly adapt to new environments.	I slowly adapt to new environments.
←────────────────── ──────────────────→	
I prefer working alone.	I prefer working with a group.
←────────────────── ──────────────────→	



4. Please provide the following:

- a. A copy of a lesson plan that best exemplifies the supervisor’s teaching style
- b. A copy of the year-long syllabus for each level of Japanese
- c. A copy of the supervisor’s resume
- d. A self-introduction of the supervisor (no more than one typed page)

**DEADLINE: This application must be received by Tuesday, January 24, 2012.**

*If selected to participate in the J-LEAP program, the supervisor(s) and authorized administrator must read and abide by the J-LEAP site responsibilities, all expectations, guidelines, and purposes outlined in the J-LEAP Prospectus.*

A complete application includes:

- the application form (original and copy)
- essays (original and copy)
- a sample lesson plan (original and copy)
- a copy of Japanese language program’s year-long syllabus for each level of Japanese - if supervisor teaches at different schools and curriculum is different, please also include syllabi for all levels for all schools (original and copy)
- supervisor’s resume (original and copy)
- supervisor’s self-introduction (original and copy)

**By signing this form I confirm the accuracy of the information provided therein. (Please sign below.)**

\_\_\_\_\_  
*Supervisor*

\_\_\_\_\_  
*Date*

**By signing this form, I confirm that I fully support the Japanese language program and having a Japanese teaching assistant in our school. (Please sign below.)**

\_\_\_\_\_  
*Authorized School Administrator*

\_\_\_\_\_  
*Date*