

J-LEAP 2019–2021 Lead Teacher Application

DEADLINE: JANUARY 17, 2019

ATTENTION

This application CANNOT be saved once started. It is recommended that responses and attachments be organized and prepared in advance by reviewing the PDF version of the application (the progress bar indicating what % of the application has been completed), otherwise the process will need to be started over again with a new application.

If the J-LEAP Assistant Teacher (AT) will work with you, the Lead Teacher (LT), at more than one school, please submit a copy of this form for EACH school.

HOST ORGANIZATION INFORMATION

Host Organization Name *

Maximum Allowed: 50 characters. *Currently Used: 0 characters.*

School District *

Maximum Allowed: 50 characters. *Currently Used: 0 characters.*

Level

Administrator Title *

Maximum Allowed: 50 characters. *Currently Used: 0 characters.*

Lead Teacher (Applicant) Name *

First Last

Host Organization Address *

Street Address

Address Line 2

City

State / Province / Region

Postal / Zip Code

Country

Host Organization Phone Number *

####

Lead Teacher Cell Phone *

####

Lead Teacher Email Address *

Lead Teacher Skype Name *

Maximum Allowed: 50 characters. *Currently Used: 0 characters.*

Will you be available to attend the five day training in Kirkland, WA from July 24–28, 2019?

Attention: Training attendance is required. *

Are you the only Japanese language teacher at your site who will work with the Assistant Teacher (AT)?

If "No", please complete the [Additional Information Form](#) for EACH Japanese Teacher who will work with the AT. *

LEAD TEACHER INFORMATION

How many years have you taught Japanese at the current school? *

How many years in total have you been teaching Japanese? *

Are you a native Japanese Speaker? *

If "No", how many years have you been studying the Japanese language?

How many years have you been involved in Japan-related activities? *

Which professional development workshops/training programs have you participated in the last five years?

Please include the date(s) of participation for each workshop/training program. *

Maximum Allowed: 500 words. Currently Used: 0 words.

What is an estimated average number of scheduled workdays you anticipate being absent during the Academic Year (AY) 2019–2020 (including sick days, maternity/paternity leave, professional conferences, etc.): *

How many Assistant Teachers (ATs) or interns have you worked with in the past? *

How many other adult Assistant Teachers (ATs) or interns do you plan to have in the classroom during the Academic Year (AY) 2019–2021? *

Please respond with how often you demonstrate the following.

*This information is for internal purposes only, particularly for matching Assistant Teachers (ATs) with Lead Teachers (LTs). **

	Rarely (0–25%)	Sometimes (25–50%)	Often (50–75%)	Always (75–100%)
I work independently.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I listen to music while I work.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am timely and organized.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I easily adapt to new environments.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I prefer working with or in a group.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am detail-oriented.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I prepare and plan ahead of time.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I use Japanese in class.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I communicate when I have a question or concern.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

LEAD TEACHER EXPECTATIONS

During a normal week, how often do you realistically think you will be able to meet with your Assistant Teacher (AT) to discuss plans for lessons? *

(Select one) ▾

Please share about what kinds of activities you anticipate the Assistant Teacher (AT) will participate in *at your site*, and whether or not participation will be "Mandatory" or "Optional".

ATTENTION : Co-teaching is a mandatory activity for all LT/AT pairs. *

	Mandatory	Optional	N/A
Teaching differentiated (combined level) classes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Teaching at another school in addition to the main site	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Attending teachers' meetings	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Creating materials	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Attending parent-teacher conferences	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Participating in students' club activities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Tutoring	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Grading (homework, quizzes, test corrections, etc.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Assisting with lesson plans	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Conducting exploratory classes at other schools	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Assisting with administrative tasks (attendance taking, copying, scanning, etc.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

SCHOOL INFORMATION


Is your school accredited? *

(Select one) ▾

When is the first teacher work day of the Academic Year (AY) 2019-2020? *

/ / 
MM DD YYYY

When is the last teacher work day of the Academic Year (AY) 2019-2020? *

/ / 
MM DD YYYY

Is parking free at your school? *

(Select one) ▾

What year did this school introduce Japanese language classes? *

Must be between 4 and 4 digits. *Currently Used: 0 digits.*

Does your school participate in Japanese National Honor Society? *

How many levels of Japanese are available at your school? *

Enter a number greater than or equal to 1.

Please share the following information for each level of Japanese offered at your school.

Enrollment in 2018: *

Estimated Enrollment in 2019: *

What materials are used by your school's Japanese program ?

If a level below does not apply to you, please answer "N/A."

Level 1 *

Maximum Allowed: 100 characters. *Currently Used: 0 characters.*

Level 2 *

Maximum Allowed: 100 characters. *Currently Used: 0 characters.*

Level 3 *

Maximum Allowed: 100 characters. *Currently Used: 0 characters.*

Level 4 *

Maximum Allowed: 100 characters. *Currently Used: 0 characters.*

Level 5 or AP/IB *

Maximum Allowed: 100 characters. *Currently Used: 0 characters.*

Exploratory or Elementary programs *

Maximum Allowed: 100 characters. *Currently Used: 0 characters.*

Have budget cuts impacted the Japanese language program at your school? *

(Select one) ▾

If "Yes", please explain how.

Maximum Allowed: 300 characters. *Currently Used: 0 characters.*

Does the school administration show support for growing the Japanese language program? *

(Select one) ▾

Is the Japanese language program in danger of being cancelled within the next two to three years? *

(Select one) ▾

COMMUNITY INFORMATION

Assistant Teachers (ATs) have driver's licenses.

Select below which describes your local situation most accurately. *

(Select one) ▾

If "Other", please explain.

Are there any weather related driving conditions of which the AT should be aware? *

(Select one) ▾

If "Yes", please explain.

As a Lead Teacher (LT), you are required to find a host family to host the Assistant Teacher (AT) from the last day of Arrival Training 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 Lead Teacher (LT) is required to find an alternate host family. It is therefore recommended to look for a back-up host family in addition to the primary host family.

Have you already spoken with any prospective host families as part of this application? *

(Select one) ▾

If "No", please provide two strategies you will use to find a host family:

1.

Maximum Allowed: 300 characters. *Currently Used: 0 characters.*

2.

Maximum Allowed: 300 characters. *Currently Used: 0 characters.*

RESUME

Attach a copy of your current resume (no reference page necessary).

Attach Resume: (Last Name – Resume) *

No file chosen

ESSAY QUESTIONS

The following items must be addressed by the Lead Teacher (LT) in an essay submitted as a separate, attached file (Word, PDF). Submitting all 5 questions in the same file is acceptable, with separate pages for each essay question. Please limit your responses to 500 words per essay question.

1. *Self Introduction*
2. J-LEAP is a team-teaching program with an emphasis on meeting ACTFL's 90% target language (Japanese) challenge. Provide some examples of how you demonstrated flexibility and willingness to adjust your teaching strategies to increase the use of the target language by students in class.
3. What do you think the Assistant Teacher (AT) will learn from teaching together with you?
4. What types of professional development opportunities would you like to participate in to further your teaching career?
5. Provide some examples of the team-teaching and mentoring experience you have had in the past.

Attach Essay Responses: (Last Name – Essays) *

No file chosen

CURRICULAR MATERIALS

Attach a sample unit plan and lesson plan from the same unit. Include outcomes and sample activities.

Attach Sample Unit Plan: (Last Name – Unit Plan) *

No file chosen

Attach Sample Lesson Plan: (Last Name – Lesson Plan) *

No file chosen

VIDEO CLIP

*Submit a video file of yourself teaching a portion of the lesson plan you attached above. Please **do not** edit the video. Remember to set the video as **UNLISTED** when uploading to YouTube.*

If you encounter technical difficulties, visit the [YouTube Help Center](#) first. If the technical difficulties you are experiencing continue, contact Rika Rafael at rikar@laurasian.org or 206-367-2152.

*Videos must show a continuous, 20-minute flow of you teaching (input), **as well as** students engaging in the facilitated activities (output). If you currently have an assistant, include the assistant in the video so that screeners may observe how you incorporate an assistant into your lessons. Please pan your classroom once to show the classroom layout. Record your video from one location. Remember to increase input volume while recording.*

Although this video is part of the application process, if selected, your Assistant Teacher will be shown this video for them to get a

sense of your teaching style and classroom atmosphere. **Retain a copy of this video file for your records.** If you are asked to proceed to the interview stage, this video may be referenced.

Enter the URL for your YouTube video: *

Maximum Allowed: 300 characters. *Currently Used: 0 characters.*

Date of Recording: *

 / / 

MM DD YYYY

Class Name (Level of Class) *

Maximum Allowed: 100 characters. *Currently Used: 0 characters.*

When did the students appearing in the video begin studying Japanese? *

Maximum Allowed: 100 characters. *Currently Used: 0 characters.*

How often do these students meet to study Japanese? *

Maximum Allowed: 100 characters. *Currently Used: 0 characters.*

What are the objectives of the lesson being taught in the video? *

Maximum Allowed: 100 words. *Currently Used: 0 words.*

What portion of the lesson plan is being taught in the video? *

Maximum Allowed: 100 characters. *Currently Used: 0 characters.*

Describe what the videotaped portion of the lesson plan represents, and what happened *after* the videotaping ended: *

Maximum Allowed: 200 words. *Currently Used: 0 words.*

ATTENTION: Most schools require consent from parent(s) or legal guardian(s) prior to the recording of students.

Did you receive permission from the parent(s) or legal guardian(s) of all identifiable students in the submitted video? *

DEADLINE: THIS APPLICATION MUST BE SUBMITTED BY JANUARY 17.

If selected to participate in J-LEAP, the Lead Teacher and authorized administrator must read and abide by the J-LEAP website responsibilities, expectations, guidelines, and purposes outlined in the J-LEAP Prospectus.
