



Massachusetts Department of Elementary and Secondary Education

75 Pleasant Street, Malden, Massachusetts 02148-4906

Telephone: (781) 338-3000
TTY: N.E.T. Relay 1-800-439-2370

The Office of English Language Acquisition (OELAAA) at the Department of Elementary and Secondary Education (ESE) is in the early stages of developing a Sheltered English Immersion (SEI) Guidance Project, which will include statewide programmatic and curricular guidance, as well as 8 SEI Model Curriculum Units (MCUs). At this time, ESE is seeking exemplary educators from the field to form a Working Group for review and feedback of this work.

It is imperative that this guidance incorporate the needs and voices of current educators working with English Learners (ELs) to best meet the needs of our students in our context.

We invite you to apply to this Working Group because your talents and contributions to the field have been recognized, and we believe your background and experiences with ELs will benefit this work greatly. Please see below for more information on what the project entails. We hope you consider applying.

Pre-Requisites:

- SEI Endorsement
- Commitment to dates and duration of project
- District and administrative support for you to join the project

Working Group roles and responsibilities:

The Working Group will be comprised of carefully selected local, state, and national experts in language and content areas. The Working Group will review document drafts and provide feedback throughout the project.

This work begins in April 2017 and will continue through March 2018.

Responsibilities:

- Attend all in person and online meetings
- Express needs from the field throughout the project
- Review and provide feedback on guidance drafts
- Review one or two SEI MCUs in your content area and provide feedback
- Contribute ideas and resources to support the goals of the project

Project timeline:

Note: Additional online sub-committee meetings for feedback will also be scheduled in addition to the scheduled Working Group Meetings.

April 26	Working Group Meeting #1 (In person) <ul style="list-style-type: none">• Introduction to project• Review of SEI MCU#1 & unit development protocol
-----------------	---

May 19-Jun 7	Give feedback on: <ul style="list-style-type: none"> • Guidance outline • First SEI MCU • Unit development protocol
June 7	Working Group Meeting #2 (ONLINE) <ul style="list-style-type: none"> • Feedback 1 MCU adaptation (existing unit), unit adaptation protocol, and detailed outline of Guidance
Aug 24-Sep 15	Batch 1 of Guidance document: review & give feedback
Aug 24-Sep 15	SEI MCUs #2, #3, #4: Review & give feedback
Sep 15-Oct 4	Batch 2 of Guidance document: Review & give feedback
Oct 4 (tent.)	Working Group Meeting #3 (In person) <ul style="list-style-type: none"> • Give feedback on Batch 1 & 2 of Guidance document • Give feedback on drafts of SEI MCUs #2 #3, and #4
Nov 17-Dec 6	Batch 3 of Guidance Document: Review & give feedback
Dec 6	Working Group Meeting #4 (ONLINE - may be in subcommittees during the week of Dec 4-8) <ul style="list-style-type: none"> • Give feedback on Batch 3 of Guidance document and SEI MCUs #2 #3, and #4
Mar 1-15	Review & give feedback on SEI MCUs #5, #6, #7, #8 (online meetings dates TBD)

How to apply:

If you are interested and available to serve on this working team, please complete the online application form on the MATSOL website at www.matsol.org/sei-guidance by **Thursday April 6, 2017** (extended).

Please include:

- a brief statement (no more than 150 words) outlining your experiences and contributions to the team, and
- attach a resume (doc or pdf format).

Selected candidates will be notified around March 31, 2017.

For questions, please contact Ann Feldman at afeldman@matsol.org