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*Distinguished Educator Fellowship Program*

## **Program Overview**

*2014-2015 Fellowship Application Process*

**Presented by:**

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Program Director,

Triangle Coalition for STEM Education

Albert Einstein Distinguished Educator Fellow, 2008-10



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# Presentation Outline

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- Program Overview
- The Fellowship Experience
- Eligibility
- Benefits
- Participant Obligations
- How to Apply
- Candidate Selection Process
- Key Dates
- Frequently Asked Questions
- Resources and Contact Information



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# Program Overview – (1)

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- For ~25 years, over 250 experienced and distinguished K-12 STEM educators have served as Fellows in Federal and U.S. Congressional offices in Washington, D.C.
- Federal and Congressional offices value the experience and perspectives of STEM teachers.
- Fellows are provided a very unique opportunity to learn about how Federal agencies and Congressional offices work and how programs are developed and implemented.
- In addition, the program also provides professional development opportunities for Fellows to enhance their leadership and teaching skills.



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## Program Overview – (2)

- Fellows serve an 11-month appointment in Washington, D.C.
- The AEF Program is currently seeking applications for the 2014-2015 Fellowship Year.  
**Applications are due 5:00pm EST Wednesday, December 4, 2013.**
- Candidates are selected through a competitive application process that involves: 1) expert external peer review of applications, and 2) in-person interviews of semi-finalists in Washington, D.C. by agency host office staff.
- Approximately 20-25 Fellows are selected each year.
- Fellows are selected to serve in one of four sponsoring Federal agencies or a U.S. Congressional Office.

The AEF Program is managed by the U.S. Department of Energy's Office of Science, in partnership with other sponsoring agencies including the National Science Foundation (NSF), the National Aeronautics and Space Administration (NASA), and the National Oceanic and Atmospheric Administration (NOAA), and in collaboration with the Triangle Coalition for STEM Education and the Oak Ridge Institute for Science and Education.





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# The Fellowship Experience

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- Fellows begin the year with a 3-4 day Orientation, which provides valuable information on key STEM education policies and on executive branch and legislative processes, and an introduction professional resources around D.C.
- Within the first several weeks, Fellows settle into their host offices, where they develop to mutually agreeable scope of duties and projects with supervisor or mentor.
- Official professional development opportunities are planned for Fellows each month.
- In addition, Fellows plan and arrange informal professional development opportunities for their cohort, and take advantage of the many open STEM education related activities going on in the D.C. area.

## **Some outstanding contributions of past Einstein Fellows include:**

- Designing and implementing national science, math, and technology education programs and online tools;
- Drafting legislation and advising on policies that seek to improve K-12 education in the U.S; and
- Establishing and evaluating national and regional programs centered on school reform and teacher preparation in science, mathematics, engineering, and technology.



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# Eligibility

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To be eligible, applicants must:

- Be a U.S. citizen by the application due date (December 4, 2013)
- Have a minimum of 5 years of full-time teaching experience\*
- Have been teaching full-time in a public or private elementary or secondary school in a STEM discipline in at least 5 of the last 7 years\*
- Be currently employed full-time in a public or private elementary or secondary school (as a teacher, administrator, full-time teaching coach, etc.)

*\* Teaching students in the classroom at the K-12 level*

*\* Student teaching during training or certification does not count towards this requirement*

*\* Teaching positions held in countries other than the U.S. does count towards this requirement*

In addition, applicants are limited to applying up to 3 times within a 6-year period.



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# Benefits

- An amazing year in Washington, D.C. bringing your expertise and experience to assist federal and Congressional offices, while gaining professional experience and knowledge that build your leadership skills as an educator.
- Structured professional development opportunities to interact with various organizations, associations and experts who focus on STEM education issues and are located in the Washington metropolitan area.
- Compensation:
  - Monthly stipend of \$6,000.
  - Housing stipend of \$1,000/month.
  - Travel allowance for approved travel related to the host agency assignments and Fellow's professional development. The travel stipends vary by agency and Fellow's assignments.
  - Reimbursement for relocation to and from Washington, D.C. Maximum reimbursement may vary by agency.



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# Participant Obligations

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## Fellows:

- Are expected to carry out the full 11-month term of their appointment in Washington, DC. *Appointments officially begin September 1, 2014.*
- Will need to make official arrangements for their leave of absence from their current teaching and/or school appointment.
- Must agree to other terms and conditions of their appointment provided by their sponsoring agency, which include, for example, requirements for ethical conduct, financial disclosure, and avoiding conflict-of-interest.

During the fellowship year, the program requirements for the Fellows include:

- The development of an individual professional development plan for the year;
- Regular reporting on your activities within your host office and related to your individual professional development plan; and
- Regular participation in the official professional development sessions organized by the Triangle Coalition.





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# How to Apply – (1)

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**Interested candidates must apply through the online application system.**

1. The application requests information about you on the following:

- Contact information
- Education and training (formal education and continuing education)
- Teaching and professional experience
- Citizenship status

2. Five essays are required (~400-500 words each):

- a. Describe why you have chosen to apply to the fellowship program.
- b. Describe how you have demonstrated leadership in STEM education beyond teaching in the classroom.
- c. Describe your writing and organization skills, through experience with writing complex reports, reviewing proposals, and organizing meetings, etc.
- d. Describe an education issue that is of great interest or concern to you and the major challenges associated with that issue.
- e. Describe your experience with facing challenging responsibilities that required independence, self-motivation, and confidence in one's own judgment.



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## How to Apply – (2)

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3. Applicants select the type placement they would like to be considered for:
  - Federal Agency only
  - Congressional Office only
  - Federal Agency or Congressional Office
  
4. Three Letters of Recommendation are required
  - 1 of the 3 letters must be from a school or district official. This can be a principal, vice-principal, superintendent, assistant superintendent, or equivalent, e.g. a headmaster/headmistress.
  - All letters are due by the application deadline and must be submitted online through the online instructions provided to the recommenders.
  - Applicants are responsible for ensuring the three letters of recommendation are submitted on time. Send out your recommendation requests early!

The application system provides an individual “Status Page” so you can keep track of what is completed and what applications requirements still remain. The Status Page also informs you of the status of the letters of recommendation.



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# Candidate Selection Process

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- 1. Compliance and Eligibility Review**
- 2. Merit Review**
- 3. Sponsor Agency Selection of Semi-Finalists**
- 4. Semi-finalists Interviews**
- 5. Fellowship Offer Notifications**
- 6. Placement of Host Offices**



# Key Dates

## Applications are due 5:00pm ET Wed., December 4, 2013

- Completed applications and letters of recommendation must be submitted by the December 4, 2013 deadline.

Other Key Dates	
External & Agency Application Review	7-8 weeks
Notification to Semi-Finalists	Late January 2014
Travel Arrangements made for Semi-Finalist Interviews in Washington, D.C.	Late January 2014
<b>Interviews in Washington, D.C. *</b>	<b>February 23-25, 2014</b>
Congressional Fellows Placement Interviews	3-5 days between June – July 2014
Official Orientation for the 2014-2015 Einstein Fellows	September 2-5, 2014

*\* Save these dates. Semi-finalists interviews cannot be arranged for any other time.*



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# Frequently Asked Questions

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- How do I determine if I am eligible to apply?
- What is a typical workday like?
- My school does not have a leave policy that requires them to hold my position until I return, would I still be able to participate?
- Do Fellows bring their families?
- How would I find housing for the year?
- What do Fellows typically do after their fellowship? Do most of them go back to their teaching positions?



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# Contacts and Resources

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## For questions about:

- The Fellowship application process and eligibility requirements, contact the DOE program manager, Brian O'Donnell at [sc.einstein@science.doe.gov](mailto:sc.einstein@science.doe.gov)
- The Fellowship experience and relocating to Washington, D.C., contact the Triangle Coalition Program Director, Anthonette Peña at [apena@trianglecoalition.org](mailto:apena@trianglecoalition.org) or (703) 516-5963

For complete information about the AEF Program or to find the recording of this webinar, visit the program website at <http://science.energy.gov/wdts/einstein>

To go directly to the application: <https://www3.orau.gov/Einstein/>

For a list of current and former Fellows, visit the Triangle Coalition website at <http://www.trianglecoalition.org/einstein-fellows>