



PRIMARILY WASHINGTON TEACHER CADRE OUTLINE School Year 2020-2021

Thank you for your interest in joining the Primarily Washington Teacher Cadre! We are honored that you have chosen to be a part of this group and happy to have you as a partner on this important project. Please review the following pages which include expectations, a tentative calendar and contract which we ask you sign and return by August 31, 2020.

What is the Primarily Washington Teacher Cadre?

The [Primarily Washington](#) team (a program of the Office of the Secretary of State) is seeking to engage a small group of Washington state middle and high school teachers for the 2020-2021 school year to implement lesson plans into their classrooms and provide feedback.

Primarily Washington helps provide lesson plans and primary source documents to educators online for free. Lesson plans largely explore topics related to Washington State history or coincide with [Legacy Washington's](#) online [exhibits](#). Cadre educators will apply at least two lesson plans available on the Primarily Washington website during the 2020-2021 school year and provide ongoing feedback throughout the school year. Teachers who successfully apply plans and provide the required feedback will receive a \$200 classroom stipend and be recognized at a special awards ceremony in the Secretary of State's Office in June 2021.

Who are we?

The Primarily Washington team includes staff from the [Washington State Library](#) and [Legacy Washington](#) divisions, both programs are a part of the [Office of the Secretary of State](#). The Washington State Library builds prosperous and informed communities by providing technology, access to information, resources, and professional support to the public. Legacy Washington is dedicated to telling some of Washington state's most compelling stories through annual exhibits, books, e-books, videos, online profiles and lesson plans.

Requirements for applying educators:

- Currently teaching middle school or high school in Washington state
- Implement two or more available lesson plans in classroom during the 2020-2021 school year (more information on plans available on the Primarily Washington website: primarilywashington.org)

- Progress/check-in meetings (via email or conference call) once a quarter (3 times during the school year: Fall, Winter and Spring) and one at the end of the school year (completion conference call)
- Complete two surveys, one before plans are introduced in the class and one after plans are completed
- Provide at least 3 samples of student work (or projects) upon completion of each plan

Educators will receive upon completion:

- \$200 stipend
- Invited to a special recognition event with the Secretary of State in Olympia (travel costs not included)
- Receive a certificate of appreciation from the Secretary of State
- Invited to be a panel participant for the Primarily Washington summer 2022 event

PRIMARYLY WASHINGTON TEACHER CADRE EXPECTATIONS & CALENDAR School Year 2020-2021

Expectations

Educators in the Primarily Washington teacher cadre are expected to provide valuable feedback and examples of student work after utilizing lesson plans in their classroom. This feedback is incredibly helpful to our staff and contract educators in compiling future plans and building an accessible lesson plan portal that serves teacher's needs.

Understanding the stringent schedule teachers adhere to during the school year, we hope to have the bulk of the communications completed by email, with the exception of four scheduled meetings/conference calls in: August, January, April and June.

The Secretary of State's Office staff will be available as resources to help provide answers to questions throughout the school year.

Contact information:

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(360) 902-4171

Judy Pitchford
Central Library Operations Coordinator
Judy.pitchford@sos.wa.gov
(360) 704-5254

Calendar/Scheduled check-ins.

A scheduling poll will be sent out to all cadre participants several weeks in advance of conference calls to select dates/times that work best for the majority of the cadre. For those unable to attend the conference call can make arrangements to supply needed information via email. All calls/meetings will be done virtually via Webex (similar to Zoom).

The goal of each meeting/call is to learn how each cadre member is utilizing lesson plans and to make any necessary changes needed. **This is especially important for understanding how we can better aid in the digital learning/distance learning era.** We hope this group can view other cadre members as teammates able to help share resources and/or insights regarding their application of the plans in their classrooms. A list of all teachers participating in the cadre will be shared before the first meeting/conference call.

Participants will receive quarterly notifications on progress, ensuring requirements are being met and satisfy expectations.

PRIMARLY WASHINGTON TEACHER CADRE CONTRACT

School Year 2020-2021

Please review below and return by August 31, 2020. Cadre Participants must:

- Currently teaching middle school or high school in Washington state
- Implement two or more available lesson plans in classroom during the 2020-2021 school year (more information on plans available on the Primarily Washington website: primarilywashington.org)
- Participate in progress/check-in meetings (via email or conference call) once a quarter (3 times during the school year: Fall, Winter and Spring) and one at the end of the school year (completion conference call)
- Complete two surveys, one before plans are introduced in the class and one after plans are completed
- Provide at least 3 samples of student work (or projects) upon completion of each plan

Name: _____

Address: _____ City: _____ Zip: _____

Phone: _____ Email: _____

Subjects/Grades taught: _____

School/School District: _____

Signature: _____

Educators will receive upon completion:

- \$200 stipend
- Invited to a special recognition event with the Secretary of State in Olympia (travel costs not included)
- Receive a certificate of appreciation from the Secretary of State
- Invited to be a panel participant for the Primarily Washington summer 2021 event

Please send your signed contract to:

- By email to info@sos.wa.gov.
- By mail to: Legacy Washington, Office of the Secretary of State, PO Box 40222, Olympia, WA 98504
- For more information email info@sos.wa.gov or call (360) 902-4171

Your name may appear on the Primarily Washington and/or Legacy Washington website and/or in other media. Contact information will be shared with other cadre members.