



# Handbook of Guidelines For Teacher Representatives

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# Overview

This Handbook is intended to assist Teacher Representatives with the work they are expected to perform on behalf of the teachers they represent. There is a Calendar of suggested considerations, which is provided for you in order that you can efficiently and effectively address your monthly “duties”.

As you can well imagine there are certain times of the year more demanding than others. And, of course, the actual conference will be nearly as busy as daily classroom activities. We think this “Handbook” will prepare you for the “job” you will do on behalf of your colleagues in the region.

Please read the entire Handbook, but particularly note the manner in which you are asked to submit Counselor and Teacher Workshop proposals. We simplified the process to make it easy for you to submit and for us to receive finalist proposals.

We hope you take time to read the important role you play and responsibilities you have to make the conference a successful collaboration among colleagues. The EARCOS Teacher Conference is aimed at a rich professional development experience for you and your regional colleagues. Your participation and commitment assures that our target are reached.

This conference has been and will continue to be a collaboration among the region’s educators. EARCOS is a learning organization and invites from you and from any member improvement suggestions. Advance thanks for your able assistance with the organization and delivery of our annual, large scale professional development opportunity.

# Letter from the Executive Director

May 21, 2018

Dear Teacher Rep (copy to head of school and curriculum coordinator):

IF YOU ARE THE EARCOS TEACHER REP, TERRIFIC! WE LOOK FORWARD TO WORKING WITH YOU THIS YEAR. IF THIS POSITION HAS CHANGED HANDS AND YOU ARE NO LONGER FULFILLING THAT RESPONSIBILITY, PLEASE ENSURE THAT THE NEW EARCOS TEACHER REP IS GIVEN THIS HANDBOOK AND SEND HIS/HER NAME, TEACHING ASSIGNMENT, AND EMAIL ADDRESS TO [gson@earcos.org](mailto:gson@earcos.org). WE INVITE YOUR SCHOOL TO SEND DELEGATES TO ETC 2019 IN BANGKOK, THAILAND. YOU, AS THE TEACHER REP, SHOULD BE IN ATTENDANCE, AS WELL AS ENCOURAGING OTHERS TO ATTEND.

I hope that your school year is off to a great start and that you are already looking forward to ETC 2019! The EARCOS office staff would again like to thank those of you who were so supportive and helpful last spring in SHANGRI-LA HOTEL, BANGKOK, THAILAND. The success of these conferences depends to a great extent on your efforts.

Enclosed please find the guidelines and proposal forms for teacher-presented workshops for the upcoming conference, March 21 – 23, 2019, at the INTERNATIONAL SCHOOL BANGKOK, THAILAND. Please ask those members of your faculty who are interested in presenting a workshop at this conference to visit the EARCOS website and fill out the forms and submit them to you. Because of the overwhelming response last year, we have set a suggested number of teacher workshops we can accept from each school:

1. Large schools (more than 1,000 students) may have up to three workshop proposals accepted for presentation;
2. Medium schools (401-1,000) may have up to two workshop proposals accepted for presentation;  
and
3. Small schools (1-400) may have up to one workshop proposal accepted for presentation.

You may submit more than the guidelines permit but they must be rank ordered. Completed proposal forms should be returned to the EARCOS office by November 5, 2018. The Online Workshop Application form has a place for the ranking.

It is the responsibility of the EARCOS teacher rep to ensure that the “Teacher Workshop Proposal” form is complete; a photo is included; and, (if your school is large or medium) the workshop proposals have been ranked on the online form. (Your ranking will allow your proposals to be considered.) I assure you that your rankings will be kept confidential.

We have included an evaluation worksheet, which might be helpful for you in evaluating each workshop at your school. Several other variables will also be taken into account in the selection of workshops. Please encourage proposals that align with the strands in this year's conference: Physical Education / Wellness/Health, Visual Arts, Film, Design Technology, Robotics, Performing Arts: Choral Music / Primary / General Music / Dance / Drama / Strings / Band, Technology and General Education Topics. We will let you know by December 3, 2018, which workshops have been selected for the conference.

EARCOS offers this great opportunity for teachers to share their expertise and passion with their peers; however, **we do not offer any financial support for teacher presenters. Presenters must register for the conference along with your other teachers who will be attending.**

Also enclosed is a revised list of teacher rep responsibilities throughout the year, your responsibilities during the conference, and a suggested calendar for teacher rep activities from August to June. We hope that all teacher reps will be able to attend the conference—the coordination of ETC 2019 would be an impossible task without your assistance. It is also important that you attend the EARCOS Teacher Rep reception/meeting in your honor on Wednesday, March 20, at 5:00 p.m. before the regular conference.

Please review the guidelines and forms, and if you have any questions or suggestions, we would appreciate hearing from you. Conference registration forms and hotel forms will be available via the EARCOS webpage in October. We hope to see you all and many others from your school next March!

Sincerely,

Richard T. Krajczar, Ed.D.

Encl:

cc: Heads of schools, for information only  
Curriculum coordinators, for information only

# Calendar for ETC Teacher Representatives

ETC 2019 (EARCOS Teachers' Conference)  
March 21 – 23, 2019 (Pre-conferences, March 20)  
Bangkok, Thailand

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2018-2019 Calendar for ETC Teacher Reps.

## THROUGHOUT THE YEAR

It is of **UTMOST IMPORTANCE** that you keep your faculty updated on all activities and information from the EARCOS office regarding the teachers' conference and respond to messages from EARCOS. Here the special webpage <http://www.earcos.org/etc2019/> dedicated to the conference so this may be a way of informing as well, sending your faculty an email directing them to a part of the webpage that is informative or newly uploaded.

## AUGUST - SEPTEMBER - OCTOBER - NOVEMBER - DECEMBER

Arrange for entire school to view EARCOS informational video at August orientation.

Distribute and discuss "Guidelines for Workshop Presenters" sheet with potential teacher workshop presenters and assist in completing "Teacher Workshop Proposal" forms so that EARCOS receives them by the deadline of November 05, 2018. If your school sends more than one proposal, they must be ranked by the TR. **ENSURE THAT FORMS ARE COMPLETE.**

Arrange for field-testing of teacher workshops. Teacher workshops must be "tried-out" at your school first. **COMMENTS AND SIGNATURES BY THE TR AND THE ADMINISTRATOR ARE REQUIRED. TR SIGNATURE IS NOT REQUIRED FOR COUNSELOR PROPOSAL/S, BUT THE HEAD OF SCHOOL, OR DESIGNEE IS REQUIRED.**

Critique and Rank (if necessary) workshop proposals and sign forms. Ensure the Head of School or Designee also includes comments if necessary, and signs the proposal forms.

Submit "Online Workshop Application" form to reach the EARCOS office no later than November 05, 2018. Confirmation of acceptance or rejection will be emailed to ETC teacher reps by December 03, 2018.

Inform potential workshop presenters of acceptance or rejection of their sessions. Remind those who were selected to post handouts on their school's website and send the link to EARCOS or send the handouts in PDF or WORD format to EARCOS office for uploading on the ETC webpage or bring at least 40-50 copies of any handouts with them to the conference.

## DECEMBER - JANUARY – FEBRUARY

Register school delegates at the hotel and submit registration forms and fees to the EARCOS office to meet the January 18, 2019, deadline. Organize flight schedules, group airfares (if applicable) for delegates from your school.

Make sure that delegates from your school who wish to stay at the conference hotel have registered directly with the Best Western Plus by the deadline and have received a confirmation.

Please contact the hotel if you do not receive such confirmation in a timely manner.

Distribute conference information and updates or direct delegates to the webpage. Please ensure that information regarding the conference that you have received from the EARCOS office and that what is posted on the webpage is understood by your Delegates.

Remind all teacher workshop presenters from your school about posting or bringing handouts, making sure that his/her aide knows what is expected.

## MARCH

Attend ETC 2019 in Bangkok, Thailand.

Attend the pre-conference ETC Teacher Rep meeting on Wednesday, 20 March. Remind all teacher workshop presenters from your school about posting or bringing, making sure that his/her aide knows what is expected, etc.

*If you are not able to attend this meeting, please let us know as soon as possible. No need to have a replacement.*

## APRIL - MAY - JUNE

Prepare an orientation packet for next year's teacher rep (if your term expires). Submit name, teaching position, and email address of the new Teacher Rep to the EARCOS office on or before April 15, 2019.

If you have any questions, please contact:

EARCOS  
Brentville Subdivision, Barangay Mamplasan  
Biñan, Laguna 4024, Philippines  
Phone: 63-2-779-5147 Fax: 63-49-511-4694

Coordinator: Giselle Sison at [gsison@earcos.org](mailto:gsison@earcos.org)

# Teacher Representatives' Responsibilities

**SELECTING A TEACHER REPRESENTATIVE (TR) FROM YOUR SCHOOL:** Each school will decide how to choose the ETC teacher rep. In some schools, he or she is elected, in others she/he is appointed or volunteers. In some schools the Head of School, or designee will serve as the teacher representative.

The EARCOS office will communicate with only one TR from each school, although, some of the highest enrollment schools may need two or more to assist with in-house responsibilities associated with workshop proposals, conference registrations, group airline reservations, etc.

Schools should ensure that the designated TR is a teacher who plans to attend ETC in March. Teacher reps will correspond with the EARCOS office or they should be timely with their communications regarding ETC.

ETC Teacher Reps (TRs) should distribute within their schools all relevant information about the EARCOS Teachers' Conference (ETC) 2019. Each TR will also receive copy of the ET. This will provide information about ETC. The information will also appear on the EARCOS website at <http://www.earcos.org/etc2019/>

TRs should keep their respective faculties informed about the conference. This will include, but not be limited to, making presentations to faculty at the beginning of the school year, providing information on location and dates of the conference, facilitating airline and hotel reservations (This is facilitated through the hotel's reservation form and/or web link.) Hotel reservations should always meet deadlines set by the advisory committee.

TRs will assist in evaluating teacher workshop proposals before submission to the EARCOS office.

TRs will organize school-based workshop trials, collate requisite evaluations of workshops, and collect rankings of all completed and trialed workshop proposals. (See pages 11, 12)

TRs will ensure that the "Teacher Workshop Proposal" form found at ([http://earcos.org/other\\_trreps.php](http://earcos.org/other_trreps.php)) in WORD format is used by potential workshop presenters and content of successful workshops are transferred to the "Online Workshop Application" link to be send by Giselle Sison.

*>> For ease and convenience, all school-based proposals should be completed using this WORD formatted document. This step assures finalist proposals – top one, two or three – are easily transferable to the "Online Workshop Application", which is the only acceptable means for EARCOS to receive your school's submissions.*

TRs are responsible to assure that finalist proposals include Head of School, or designee signature. And, TRs should sign all teacher proposals.

TRs are requested to be at the conference site by 5:00 pm the day prior to the conference to attend a meeting and assist with the conference set up. If TR could not come, he/she needs to inform the EARCOS office ahead of time.

It is suggested that the school fund the TR's transportation to the conference venue, along with meeting the TR's accommodation expenses and providing a small per diem, if possible.

TRs will meet prior to the conference on Wednesday afternoon so that responsibilities for the conference can be delegated, questions can be answered, and any necessary information can be distributed.

TRs need to advise their delegates to download all handouts they will be attending before coming to the conference.

TRs are also a resource for the EARCOS office and the ETC Advisory Committee—to provide information about their country and school with the possibility of staging a future conference and to suggest and recommend potential speakers to their representative Advisory Committee members.

TRs are expected to bring gift from their country to contribute to the annual charity raffle to benefit a designated charity. Also, Advisory Committee members will bring one extra gift for the charity raffle.

Note: Download TR materials at [http://earcos.org/other\\_trreps.php](http://earcos.org/other_trreps.php)

# Teacher Representatives' Conference Responsibilities

Attend pre-conference reception and meeting for teacher reps, March 20, 2019, at 5:00 p.m. to receive updated information, ask questions, and learn how you will assist throughout the conference.

CHECK IN AT THE REGISTRATION DESK EACH MORNING and act as a liaison between the conference headquarters and teachers from your school—pass on messages and other information. Be sure you read the daily bulletin and remind your other delegates to read it also.

Each teacher rep may be asked to act as an assistant to one of the keynoters or one of the special presenters. Responsibilities will include: meeting and greeting (not at the airport), checking room set-up and audio-visual equipment, introducing the speaker, distributing handouts, if any, and presenting the speaker gift from EARCOS (which will be provided), etc. To the extent possible, you will be given your choice of speakers on a first-requested, first-served basis.

Assist your teacher workshop presenters by making sure they each have an “aide” to perform them following services:

*(You can act as the aide, if your school does not have more than one teacher presentation during the time slot—the name of the aide must be on the teacher workshop proposal form, which is submitted in November.)*

Room set-up. If the presenter changes the room configuration, make sure it is returned to the original set-up for the next scheduled workshop.

Handouts. Assist in distribution.

Audio-visual equipment. Check that the requested equipment has been provided. Check that it works properly. Inform the EARCOS desk, if equipment malfunctions. Normal school supplies, such as markers and chart paper, should be available for your use. Any consumable supplies or equipment that might not be available should be brought with you. Please specify exactly what you will need for your workshop.

Introduction of the presenter. This will be provided by EARCOS. Teacher Reps make the introduction of the assigned presenter, but only, if the introduction is not being made by the sponsoring Associate Institution.



# Proposal Process for Potential Teacher Workshop Presenters

## TEACHER REPS, PLEASE DISTRIBUTE TO POTENTIAL WORKSHOP PRESENTERS

Please discuss your intentions to complete a proposal with your ETC Teacher Rep well in advance of the submission of your “Teacher Workshop Proposal” form. Share your topic and overview of the content of your presentation, as your ETC Teacher Rep, or designee.

Workshop sessions will be one hour in length.

Discuss your workshop with an experienced presenter in your school. READ THE EARCOS GUIDELINES FOR WORKSHOP FACILITATORS AND DAVID SOUSA ARTICLE.

On the EARCOS “Teacher Workshop Proposal” form, please be sure to indicate the appropriate grade level(s) and target audience and provide a title and a 50-word description, which will accurately describe your workshop.

Limited audio-visual equipment will be available. You **should** indicate your requests on the “Teacher Workshop Proposal” form before it is submitted to EARCOS. Late requests for audio-visual equipment will be considered in the order that they are received. If you have NO audio-visual requirements, please write “NONE” on the workshop proposal form. For everyone’s ease of mind, **YOU SHOULD BRING YOUR OWN LAPTOP**. A limited number of presentation projectors may be available. You may bring your own. Normal school supplies, such as markers and chart paper will be available, but in limited supply. Any consumable supplies or equipment that might not be available should be brought with you. Please specify exactly what you will need for your workshop.

On the EARCOS “Workshop Proposal Form”, please provide the name of the person from your school who will act as your aide—check room set up, distribute any handouts, act as a troubleshooter if anything goes wrong, etc.

Submit your completed “Teacher Workshop Proposal” on MS Word formatted document to your school’s EARCOS TR by the deadline, which is **November 5, 2018**.

If your proposal is chosen it will then be transferred to the “Online Workshop Application” form. This is the only means through which EARCOS will receive finalist workshop proposals.

Remember workshops must be field-tested at your school first, and your proposal must be evaluated and signed by your EARCOS Teacher Rep and Head of School or a designee.

Presenters should hand carry to the conference 40-50 copies of handouts for distribution by your aide as delegates arrive at the workshop. Alternatively, presenters can post handouts on their own or their school’s web site, and EARCOS will make a link from the EARCOS web site to your school’s website. Better yet, send it to us and we will post it on our website under your name.

PLEASE NOTE:

**ONLY A SUGGESTED NUMBER OF PROPOSALS CAN BE SELECTED EACH YEAR.**

**AS NOTED IN #10** A WORD VERSION OF THE “TEACHER WORKSHOP PROPOSAL” FORM IS AVAILABLE AT THE EARCOS WEBSITE FOR THE CONVENIENCE OF THE TR, AS SELECTED PROPOSALS WILL NEED TO BE PROCESSED AND SENT VIA THE “ONLINE WORKSHOP APPLICATION” FORM MADE AVAILABLE ONCE FINAL SELECTIONS ARE MADE. ALL INFORMATION SHOULD BE CLEARLY PROCESSED AND CONTAIN ALL REQUIRED INFORMATION, PHOTOS, COMMENTS, AND SIGNATURES. THESE FORMS SHOULD BE SENT TO THE EARCOS OFFICE TO GISELLE SISON AT [gsison@earcos.org](mailto:gsison@earcos.org)

Note: Download TR materials at [http://earcos.org/other\\_trreps.php](http://earcos.org/other_trreps.php)

# EARCOS Workshop Facilitator Guidelines

We expect educator workshop facilitators to:

Start and end on time.

Provide appropriate and professional resources.

Clearly explain goals.

Tailor learning events appropriately:

to maximize processing,

to allow practice,

to allow application, and

to provide time for reflection.

*Participants need time to reflect on their new learning. Please build in reflective pauses, conversations and exercises throughout the learning process and use different learning modalities and pace learning appropriately.*

Be open to questions.

Be respectful of the learning needs of participants.

Review the learning goals that your participants have shared.

*At the EARCOS website you will find David Sousa's article, "Primacy Recency Effect" about how the brain learns. If you have not already read this instructive research, please do so before planning your workshop. Also consider using 20-minute learning cycles to maximize learning.*

Note: Download TR material at [http://earcos.org/other\\_trreps.php](http://earcos.org/other_trreps.php)

## David Sousa Article "Primacy Recency Effect"

Full article can be download at this link [http://earcos.org/other\\_trreps.php](http://earcos.org/other_trreps.php)

# EARCOS Online Workshop Application Form

**IMPORTANT:** The MSWord formatted for “EARCOS Online Teacher Workshop Proposal” forms are available for download at [http://earcos.org/other\\_trreps.php](http://earcos.org/other_trreps.php) Once a selection of teacher workshop presenters has been made the “Online Workshop Application” form will be sent to the TR in order for them to submit the information online via Google Form. The link will be sent by Giselle Sison, ETC Coordinator. The PURPOSE of sending the information via Google Form is for us to be prompt and efficient in our processing. DO NOT SEND the information as an attachment use the online form provided through the EARCOS Office.

Submit this form to your EARCOS teacher rep by his/her deadline. It must be in the EARCOS office by November 5, 2018.

PLEASE INCLUDE A SCANNED PHOTO OF HEAD AND SHOULDERS.

PLEASE COMPLETE AND SEND THIS FORM TO YOUR SCHOOL’S TEACHER REP.

Workshop proposals cannot be considered if ANY lines are blank.

Name:

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

School: \_\_\_\_\_

Workshop topic or subject area: \_\_\_\_\_

Workshop title: *(10-word maximum)*:  
\_\_\_\_\_

Grade level(s) and/or target audience:  
\_\_\_\_\_

Description of workshop: *(50-75 word maximum)* Please accurately and concisely describe the content of your workshop. \_\_\_\_\_  
\_\_\_\_\_

Narrative bio of presenter: *(50-75 word maximum)*  
\_\_\_\_\_  
\_\_\_\_\_

Workshop requirements: *(if none, please write “NONE”)* \_\_\_\_\_

Audio-visual equipment *(Please remember, if you need a computer for your presentation, you must bring it with you.)*, additional items *(e.g., bulletin boards, etc.)*, special room requests *(e.g., space to move, dark room)* There will be a limited number of presentation projectors—we may not be able to provide them for everyone. Normal school supplies such as markers and chart paper should be available for your use. Any consumable supplies or equipment that might not be available should be brought with you. Please specify exactly what you will need for your workshop.  
\_\_\_\_\_

Name of aide *(must be provided by workshop presenters)*:  
\_\_\_\_\_

This workshop must be field-tested at school and recommended WITH COMMENTS by the teacher rep and an administrator prior to submission to the EARCOS office.

Note: Download TR materials at [http://earcos.org/other\\_trreps.php](http://earcos.org/other_trreps.php)

# Teacher Workshop Evaluation Sheet

(For EARCOS Teacher Rep use only — NOT to be submitted to EARCOS) Email to [gison@earcos.org](mailto:gison@earcos.org)

Presenter Name: \_\_\_\_\_

Teacher workshops are an integral part of the ETC, and the TR plays a vital role in the selection of the workshops that are recommended for presentation at the conference. The following checklist may be helpful in evaluating and ranking the proposed teacher workshops when they are field-tested in your school.

	Needs improvement ..... Excellent				
1 Objective and purpose of presentation is clearly stated	1	2	3	4	5
2 Presenter shows enthusiasm & involvement in subject	1	2	3	4	5
3 Delivery is well-modulated, pleasing to audience	1	2	3	4	5
4 Presentation is appropriate to stated title	1	2	3	4	5
5 Presentation is appropriate to target audience	1	2	3	4	5
6 Presentation is appropriate to the description	1	2	3	4	5
7 Material is presented comfortably in 50 minutes	1	2	3	4	5
8 Presenter allows sufficient time for questions & discussion	1	2	3	4	5
9 Handouts, if any, are helpful	1	2	3	4	5
10 AV equipment, if used, is appropriate & helpful	1	2	3	4	5
11 Examples of student work support presentation	1	2	3	4	5
12 Presentation has applicability outside your school	1	2	3	4	5
13 Presentation would be an asset to the conference	1	2	3	4	5
14 Presentation would be a credit to your school	1	2	3	4	5

Note: Download TR materials at [http://earcos.org/other\\_trreps.php](http://earcos.org/other_trreps.php)

# Ranking for Teacher Workshop Proposals

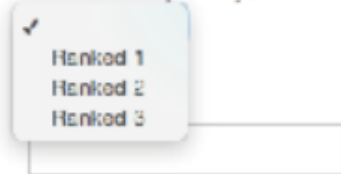
The proposal, presenter, and ranking will be kept confidential.

The workshop that you feel is of the very highest quality should receive the rank of one (1). When you submitted the information about the Teacher Workshop via Google Form when Giselle send the link to the Online Teacher Workshop Presenter Form. *See below screen captured of the ranking field found on the Google form*

## Name of Proposed Presenter

### Ranking \*

The workshop that you feel is of the very highest quality should receive the rank of 1 and so on.



Ranked 1  
Ranked 2  
Ranked 3

## Invited EARCOS Distinguished Practitioner (EDP)

The EARCOS Executive Director will invite, from time to time, educators from the region to deliver workshops at the annual EARCOS Teachers' Conference. This invitation is made independent of the Teacher Workshop Proposal process. There could be as many as three EDPs, but not more, invited to conduct workshops on topics identified by the EARCOS Executive Director. The EDP's conference hotel room and conference registration expenses may be borne by EARCOS, as requested by the EDP. In unusual circumstances, airfare may be partially reimbursed.

# Strand Rotation Schedule

## **ETC 2019: Bangkok , Thailand (International School Bangkok)**

Physical Education/Wellness/Health

Visual Arts

Film

Design Technology

Robotics

Performing Arts:

- Choral Music

- Dance

- Drama

- Strings

- Band

Technology

General Education Topics

## **ETC 2020: Bangkok, Thailand (Shangri-La Hotel)**

Math

Social Studies/Humanities

Global Issues/Global Citizenship

Middle School

Service Learning

S.T.E.M (Science, Technology, Engineering, Math)

General Education Topics

## **ETC 2021: Kota Kinabalu, Malaysia (Sutera Harbour Hotel)**

Early Childhood

Special Needs (SENIA)

Modern Languages

Media Technology

ESL

Counseling

Technology

Children's Authors

Child Protection

General Education

<http://earcos.org/strands.php>

## **East Asia Regional Council of Schools (EARCOS)**

Brentville Subdivision, Barangay Mamplasan.

Biñan, Laguna, 4024, Philippines

www.earcos.org