**GENERAL INFORMATION**

TASC provides summer leadership workshops of high quality and significant value to student councils in Texas. The success of the workshop program depends on the adults who give of their time and talents each summer. The roles of both the director and the consultant, although very different, are vital to accomplishing the goals and objectives of this TASC program.

Student council advisors with the skills, interest, and time to serve in this capacity are encouraged to participate in the training program. TASC is interested in developing adult leaders who are willing to commit to student leadership instruction through TASC.

It is important that all summer workshop consultants have experience and knowledge in these areas: working with students, student council operations and procedures, and the goals and purposes of TASC.

Therefore, qualifications to enter the training program include:

1. **Five (5) years of experience in education;**
2. **Three (3) years of experience as a local student council advisor;**
3. **At least three (3) years of experience on staff at a TASC Summer Workshop**

If these qualifications are met, submit the followingto TASC:

1. **A cover letter outlining interest, your council’s involvement at the local, district, and state level, and understanding of the TASC Summer Leadership Workshop goals and purposes;**
2. **The completed application;**
3. **Written recommendations by at least two adults who are familiar with the TASC workshop program (preferably a current director or consultant with whom you have worked).**

Please review the attached Workshop Goals and Purposes, as well as the job description of a workshop consultant/director. If qualifications are met, please apply to TASC and submit the required items by November 1, prior to the summer the applicant would like to begin the program.

**CONSULTANT TRAINING PROGRAM GUIDELINES/EXPECTATIONS**

Once accepted, applicants will become Consultant in Training (CIT). The training program is divided into two levels, with at least one year or more spent at each level. No more than one CIT per workshop will be assigned, and the CIT will be required to train with at least two different consultants. There is no guarantee that a CIT will get their own workshop in any certain number of years.

**CIT OBSERVATION LEVEL**

* CIT will report to the workshop one day early, based on the supervising consultant’s schedule, and will remain at the workshop through the completion of consultant duties.
* CIT registration fees, including room and board, will be complimentary.
* CIT will "shadow" the supervising consultant, observing activities and techniques.
* CIT will be provided with opportunities to understand the job and the goals, curriculum, and scheduling of the workshop.
* CIT will facilitate one activity/topic at the workshop, and the consultant will observe and provide feedback.
* CIT will be provided with a copy of the consultant’s notebook (or electronic version), including the schedule, notes, and activities.

The supervising workshop director and consultant will provide an evaluation to the TASC Director. The CIT and the trainer will identify areas to be addressed in the development as a consultant. The progression from observation level to application level will be determined by the TASC Director and will be based on feedback from the CIT and the supervising consultant.  Upon successful completion of the observation level, the CIT may also be invited to attend the weekend planning meeting for directors and consultants held in January.

**CIT APPLICATION LEVEL**

* CIT will be involved in the pre-planning of the workshop schedule and activities with the consultant.
* CIT will report to the workshop one day early, based on the supervising consultant’s schedule, and will remain at the workshop through the completion of consultant duties.
* CIT must attend the workshop without the responsibility of a hometown delegation.
* CIT registration fees, including room and board, will be complimentary.
* CIT will be provided a $100 stipend and one-half of travel expenses.
* CIT will report to the workshop early, based on the supervising director’s schedule, and will remain at the workshop through the completion of consultant duties.
* CIT will be responsible for planning and implementing one entire day of workshop instruction and activities. A proposal must be submitted to the consultant for review and input. The consultant will observe the CIT and provide evaluation and feedback.
* CIT will be on-stage throughout all other aspects of the workshop and will co-facilitate activities with the consultant.

The supervising workshop director and consultant will provide an evaluation to the TASC Director. Upon successful completion of the application level, the CIT may be invited to serve as a director at a TASC Summer Workshop; however, there is no guarantee as it is based on TASC needs. The TASC Director will determine placement and will be based on the availability of a site. If a workshop placement is not possible, the CIT may continue to serve as an assistant until a workshop is available.

**Consultant in Training Program Application**

**Email the application with attached recommendations and a cover letter by email to** [**Patty@tassp.org**](mailto:Patty@tassp.org)**.**

**To be considered for the current year assignment, the application and all supporting materials must be returned by November 1.**

Name:

School:

Preferred Mailing Address:

Preferred phone #:

Preferred email address:

Years in Education:

TASC Summer Workshop Experience (years/locations/positions):

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| RATE YOURSELF ON THE FOLLOWING | exceptionally strong | above average | average | needs work | not a strength |
| Ability to effectively communicate with youth |  |  |  |  |  |
| Ability to effectively communicate with adults |  |  |  |  |  |
| Models the expectation of an Outstanding Student Council (based on State Report Requirements) |  |  |  |  |  |
| Ability to motivate young people |  |  |  |  |  |
| Ability to plan and organize activities |  |  |  |  |  |
| Ability to work harmoniously with other adults |  |  |  |  |  |
| Ability to work with a customer service-friendly mindset |  |  |  |  |  |
| Attention to detail/organization |  |  |  |  |  |
| Stage presence |  |  |  |  |  |
| Understanding the goals of a TASC Workshop |  |  |  |  |  |
| Understanding the function of a student council |  |  |  |  |  |
| Ability to remain calm and friendly when stressed |  |  |  |  |  |

What is your greatest strength?

What is an area you’d like to develop?

Involvement with youth in student council or other organizations/activities that you feel enhances your potential as a consultant or director:

Other information you’d like to share, as related to this position:

**SUMMER LEADERSHIP WORKSHOP GOALS & PURPOSES**

**Mission Statement:** TASC summer leadership workshops will provide students with experiences and training which will develop leadership skills designed to improve the effectiveness of local level student councils and prepare students for lifelong leadership roles.

Workshop curriculum is based on the belief that leadership skills can be acquired through instruction, experiential learning activities and practice. Participants in a TASC Summer Leadership Workshop will be provided with experiences that teach concepts needed to operate an effective student council and develop leadership skills Participants should expect to gain an understanding of the four major areas of competency outlined below:

**I. Student Council Operation**

* Purpose and functions of a student council (based on *TASC Minimum Standards*)
* Concept of being governed by a local constitution
* Budgets and financial structure
* Relationship to school administration
* Officer & member job descriptions
* Basic meeting skills (parliamentary procedure, agendas, minutes)
* Voting and election procedures

**II. Project Planning**

* Steps to design, implement and complete projects
* Brainstorming
* Project proposals
* Evaluation tools
* Organization and function of committees
* Idea sharing
* Public relations and marketing of events

**III. Team Building/ Group Dynamics**

* Purpose of groups and teams
* Respect for others and diversity in groups
* Group processes and decision making
* Group and business etiquette
* Conflict management
* Listening and communication skills

**IV. Personal Leadership**

* Goal setting
* Time and resource management
* Ethics and decision making
* Self evaluation and awareness
* Public speaking and presentation skills
* Civic responsibility
* Personality styles
* Leadership styles

**CONSULTANT JOB DESCRIPTION**

1. The workshop consultant shall be responsible to the TASC Director for all curricular aspects of the workshop.
2. Under the supervision of the workshop director, the workshop consultant shall be responsible for the following aspects of the workshop:
   * 1. Curriculum and Structure of Workshop
        1. Develop and deliver curriculum designed to provide student leaders with experiences that improve leadership skills and student council effectiveness (based on TASC Summer Workshop goals and purposes).
        2. Create opportunities for each individual's involvement in the workshop.
        3. Provide structure and instruction to advisors (staff and non-staff) regarding activities and methods to be used in organized groups.
        4. Create opportunities for non-staff advisors to be involved in workshop activities.
        5. With the director, coordinate the duties and supervision of the workshop Junior Counselors.
        6. Utilize a pre-determined theme to enhance workshop activities.
        7. Meet with advisors and assist with advisor curriculum.
        8. Support and enforce all TASC Board policies.
     2. Materials and Supplies
        1. Provide the director with a basic workshop schedule by March 1 and a detailed schedule for distribution at least one month prior to the workshop start.
        2. Coordinate with the director concerning the necessary instructional materials by May 1 to determine who will be responsible for materials.
        3. Coordinate all purchases of workshop supplies with the director, who has final authority over expenditures of workshop funds. Workshop expenses include supplies that are to be used or distributed (i.e., paper, markers, tokens). Items that the consultant will keep in their personal possession to be re-used are not workshop reimbursable expenses (i.e., books, carry crates, etc.)
3. The workshop director is responsible for organizing and administering the workshop and coordinates all contacts with the university and other outside persons on behalf of the workshop. Consultants should not make arrangements with the university or outside agencies without the director's involvement.
4. The consultant will evaluate the effectiveness of the workshop utilizing a variety of evaluation techniques, including but not limited to school evaluations.
5. In relation to the TASC Director/office:
   1. Consultants are expected to attend the annual training/planning meeting with the TASC Director and other workshop staff. Customary travel expenses will be paid.
   2. Upon request, be prepared to provide a copy of all instructional materials to TASC.
   3. Within one month of workshop completion, provide a written summary of all evaluation techniques reviewed to the TASC Director.
6. The consultant shall perform any other duties required to aid in the success of the workshop.