



**THE STATE EDUCATION DEPARTMENT/THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY
12234**

Office of Educational Management Services,
Pupil Transportation Services
Room 876, Education Building Annex
Tel: (518) 474-6541
Fax: (518) 474-1983

2022-2023 MASTER INSTRUCTOR PROGRAM

CORE MASTER INSTUCTORS: GALE WINSPER, JIM MINIHAN, PAUL OVERBAUGH, BILL HOOSTY BETTY HUGHES

INSTRUCTIONAL TIME FRAME: ONE YEAR

COST: \$1500.00 DOES NOT INCLUDE ROOM AND MEALS

APPLICATION PROCESS: APPLICATIONS MUST BE MAILED TO:
NEW YORK STATE EDUCATION DEPARTMENT
OFFICE OF EDUCATIONAL MANAGEMENT SERVICES
ROOM 876 EBA
ALBANY, NEW YORK 12234

PLEASE INDICATE ON THE ENVELOPE "MASTER INSTRUCTOR APPLICATION".
ALL APPLICATIONS MUST BE RECEIVED BY MAY 15, 2022.
NO LATE APPLICATIONS WILL BE ACCEPTED.

QUALIFICATIONS:

- MUST BE AN SBDI FOR A MINIMUM OF FIVE (5) YEARS.
- MUST HAVE BEEN AN INSTRUCTOR FOR FIVE (5) BASIC COURSES AND ONE (1) ADVANCED COURSE
- MUST HAVE BEEN INVOLVED IN EITHER N.Y.A.P.T. OR THE N.Y.S.B.C.A. AT THE STATE LEVEL IN SOME CAPACITY.

REQUIREMENTS:

- SUBMIT A RESUME AND COVER LETTER STATING WHY YOU WANT TO BECOME A MASTER INSTRUCTOR.
- SUBMIT AN OUTLINE THAT YOU HAVE WRITTEN FOR A PROGRAM THAT YOU HAVE INSTRUCTED.
- SUBMIT A COPY OF A POWERPOINT PRESENTATION THAT YOU HAVE DEVELOPED.
- SUBMIT, ON A FLASH DRIVE, A VIDEO TELLING THE COMMITTEE:
 - ABOUT YOURSELF
 - SOME OF YOUR ACCOMPLISHMENTS
 - WHY YOU WANT TO BE A MASTER INSTRUCTOR

THE VIDEO SHOULD BE NO SHORTER THAN 10 MINUTES AND NO LONGER THAN 15 MINUTES.

- SUBMIT A REFERENCE AND SUPPORT LETTER FROM CURRENT EMPLOYER.
- SUBMIT A LETTER OF RECOMMENDATION FROM TWO MASTER INSTRUCTORS IN SEALED ENVELOPES WITH SIGNATURE ACROSS THE SEAL.

COURSE REQUIREMENTS:

- AS A CANDIDATE YOU WILL BE WORKING TO DEVELOP YOUR GIVE BACK TO THE INDUSTRY PROJECT. THIS WILL BE ON A TOPIC OF YOUR CHOOSING.
- EACH CANDIDATE WILL RECEIVE GUIDANCE FROM CORE INSTRUCTORS ABOUT THEIR PROJECT THROUGHOUT THE LENGTH OF THE COURSE.
- CANDIDATES WILL BE REQUIRED TO PROVIDE PERIODIC UPDATES OF THEIR PROJECT DURING THE COURSE. THERE WILL BE STRICT TIMELINES FOR THIS PROJECT.
- EACH CANDIDATE WILL BE REQUIRED TO PRESENT THEIR FINAL PROJECT AT THE END OF THE COURSE.
- EACH CANDIDATE WILL BE REQUIRED TO COMPLETE ASSIGNED READINGS
- CANDIDATES WILL MEET WITH MASTER INSTRUCTORS FOR THREE (3) SESSIONS OF THREE DAYS FOR A TOTAL OF NINE INSTRUCTIONAL DAYS IN THE BEGINNING, MIDDLE AND END OF THE COURSE.
- CANDIDATES WILL MEET WITH MASTER INSTRUCTORS ON A QUARTERLY BASIS.
- CANDIDATES WILL BE EXPECTED TO ATTEND THE QUARTERLY SBDI-MI ADVISORY COMMITTEE MEETINGS.
- CANDIDATES NEED TO ATTEND 1 MI STRATEGY SESSION AND TEACH 1 PDS WITH A CURRENT MI TEAM.
- EACH CANDIDATE WILL BE EVALUATED ON THEIR COURSE WORK AND PERFORMANCE AT THE CONCLUSION OF THE PROGRAM TO DETERMINE IF THEY HAVE BEEN QUALIFIED AS A MASTER INSTRUCTOR.

TIMELINE:

- CANDIDATES WILL BE SELECTED DURING THE MONTH OF DECEMBER 2021 AND ANNOUNCED NO LATER THAN THE END OF DECEMBER 2021.
- MEETING DATES FOR THREE DAY SESSIONS-TBA HOWEVER THE FIRST SESSION WILL BE JUST PRIOR TO THE WINTER WORKSHOP 2022.
- QUARTERLY DATES WILL COINCIDE WITH THE SBDI – MI ADVISORY COMMITTEE MEETINGS

INSTRUCTION TOPICS:

- GROUP BUILDING
- GROUP DYNAMIC INSTRUCTION
- MICHAEL GRINDER'S 22 SKILLS OF NON-VERBAL COMMUNICATION.
- DEVELOPING A LESSON PLAN
- CREATING OBJECTIVES
- IN-DEPTH USE OF SOPHISTICATED INSTRUCTIONAL TECHNOLOGY
- CLASSROOM INSTRUCTION
- CONFERENCE WORKSHOP PRESENTATION
- CURRICULUM CONSTRUCTION
- COMMITMENT TO SAFETY
- LEADERSHIP
- BEING PROFICIENT IN THE SCHOOL TRANSPORTATION INDUSTRY
- MENTORING
- ACCIDENT FOLLOW UP INTERVIEWING FOR SED
- CONNECTING THE AGENCIES IN PUPIL TRANSPORTATION
- PSYCHOLOGY –CHILDREN-DRIVERS- ADULTS