

## Participate Learning Local Adviser Program Overview

### Purpose of the Local Adviser Program

The purpose of the Local Adviser Program is to support the incoming Participate Learning Ambassador Teachers as they adjust to their new community in the U.S.

### Program Goals

- Expedite new Ambassador Teachers' adjustment period by providing guidance for obtaining temporary and permanent housing and transportation in a timely manner.
- Provide new Ambassador Teachers with a knowledgeable and friendly point of contact in the new community.
- Enable new Ambassador Teachers to quickly create bonds with other Participate Learning Ambassador Teachers, their new school district, and the community.
- Ease the new Ambassador Teacher transition by providing emotional, cultural, social, and logistical support.

### Program Outcomes

- **Greet** by establishing connections.
- **Orient** by supporting transition to new community.
- **Monitor** by maintaining connections.



### Key Terms

- **local advisers (LA):** Active Participate Learning Ambassador teachers who are at least in their second term in the program. Ambassador Teachers who are chosen have agreed to abide by Participate Learning guidelines and are trained and compensated for the service that they provide.
- **community advisers (CA):** Members of the community who have agreed to abide by the program's guidelines and rules. Some are retired teachers/administrators/district officials while others are private citizens. These individuals are recommended by district representatives and trained and compensated by Participate Learning.
- **advisees:** First term Participate Learning Ambassador Teachers who are new to the program and are assigned a local adviser or community adviser.
- **Local Adviser Coordinators (LAC):** Participate Learning staff who assist with managing the Local Adviser Program. Each local adviser or community adviser is assigned to a LAC who will monitor and provide support throughout the school year.

### Local Adviser Program Training

- After LAs and CAs are selected and have agreed to abide by the guides and rules of Participate Learning, they must complete the following:
  - Sign the Participate Learning Local Adviser Program Agreement
  - Provide Participate Learning with direct deposit information
  - A background check with Participate Learning (CAs only)
  - Tax forms
  - Local Adviser Online Training (course and virtual session)



## Community Adviser Requirements

- A community adviser is a member of the community who has agreed to provide support to Participate Learning Ambassador Teachers. As Participate Learning consultants, they will be compensated for the following:
  - Communicating with advisee(s) at least four weeks prior to arrival
  - Using the feedback from advisees to prepare a Welcome Packet with possible housing and transportation suggestions
  - Being available during the summer in order to greet advisee(s) at the district office
  - Making arrangements to show advisee(s) around the community
  - Taking advisee(s) to the Social Security office
  - Organizing a social event for advisee(s) to connect
  - Maintaining contact with advisee(s) at least once a month
  - Submitting a monthly status report to Participate Learning on each advisee
  
- Compensation will be \$450 per advisee
  - Reimbursement for gas and the social event is included in that amount
  - Payment will be made in two installments and based on performance



## Process for recommending a possible candidate to be a community adviser

- Ensure that the candidate has substantial knowledge of the community
- Ensure that the candidate has a valid driver's license
- Ensure that the candidate has a flexible schedule to accommodate for arrival of advisee(s) in the new community
- Ensure that the candidate is knowledgeable, patient, and compassionate
- Recommend the candidate to Participate Learning

## Responsibilities of local advisers and community advisers

### Greet by establishing connections

- LAs/CAs will reach out to their advisees at least four weeks prior their arrival in the U.S.
- During this correspondence, LAs and CAs will introduce themselves and gather feedback from their advisees on temporary and permanent housing preferences.
- LAs and CAs will share resources and information with advisees concerning housing/transportation options ahead of arrival.

### Orient by supporting transition to new community

- LAs/CAs make arrangements to greet and pick them up at the district office.
- LAs/CAs show advisee(s) around the community and take them to their temporary housing.
- LAs/CAs organize a social event for their advisee(s) during the first semester.

### Monitor by maintaining connections

- LAs/CAs monitor new Ambassador Teachers throughout the school year and report back to Participate Learning.
- LAs/CAs will complete monthly status reports on each of their advisees.

### **Participate Learning supports local advisers and community advisers**

- All LAs/CAs are assigned to a local adviser coordinator who will
  - Provide constant support throughout the year
  - Can be reached via email or by phone
  - Provide training and support
- All LAs/CAs will be members of the Local Adviser Community of Practice
  - Through the community of practice, they can access resources to support their advisee(s).
  - Connect with other advisees
  - Receive weekly announcements and reminders

