The Cotting School Fellowship Application

All listed application materials must be typed or printed and submitted to the Cotting School:

- A completed application form
- A current resumé
- Official school transcripts
- One-page writing sample
- Three letters of recommendation
- Finalists will be asked to present a copy of their portfolio

453 Concord Avenue
Lexington, MA 02421
www.cotting.org
fellowships@cotting.org
Dear Potential Cotting Fellowship Candidate,

We would first like to thank and congratulate you. Thank you for your dedication to the field of special education and to making sure even America’s most challenged students have access to highly qualified teachers and quality education. And congratulations! As a qualified applicant for the Cotting Fellowship you have already distinguished yourself in your field!

Established in 1893 as America’s first day school for children with a broad spectrum of learning and communication disabilities, physical challenges, and complex medical conditions, Cotting School has a rich history of meeting the complex challenges of children with special needs. That tradition continues today with a faculty of bright, innovative, and dedicated special educators.

However, we understand that the measure of Cotting School in the years to come will be our ability to continue to attract, work with, and influence the highest caliber teachers. The role of the teacher in a student’s life at Cotting School has the most profound impact on his/her success and ability to prepare for the future. We, therefore, created this two-year fellowship to provide an opportunity to work and learn with two of the top graduates in the field of education and special education.

We appreciate that applying to the Cotting Fellowship is a significant commitment and we want to assure you that each application will be thoughtfully and carefully reviewed. We look forward to getting to know each applicant through his/her professional and educational experiences and, most importantly, through his/her writing samples. This essay offers you an opportunity to tell us your story, including the people and events that have shaped your decisions and teaching philosophy.

We would also invite you to learn more about us by exploring our website at www.cotting.org. You are also welcome to contact us with questions about our school or our Cotting Fellowship program at fellowships@cotting.org. There are details about application process, expectations and compensation for Cotting Fellows in those locations. We enthusiastically await your application and thank you again for your commitment to the education of students with special needs.

With regards,

David W. Manzo, President
Cotting School
**Step 1: Application**

Application Deadline: Rolling Admissions
Applications due by June 30 for a September start date.

You may print the application off of the Cotting website (www.cotting.org) or work from hard copy of the application provided to your school. Completed applications should be submitted in their entirety to:

Cotting Fellowship
Cotting School
453 Concord Avenue
Lexington, MA 02421

Incomplete applications may not be considered. As email will be our primary means of communication with you after you have submitted an application, please make sure your account will recognize email correspondence from fellowships@cotting.org.

All listed application materials must be typed or printed and submitted to the Cotting School:
- A completed application form
- Resumé
- Official school transcripts
- One-page writing sample
- Three letters of recommendation

**Step 2: First Round Interview**

The top tier of applicants will be invited for a first round interview. This interview will be conducted at Cotting School, by telephone, or on your school campus.

**Step 3: Final Interview**

Finalists will be invited to visit Cotting School for a variety of activities that may include: a tour, further interviews, lunch with students, and presentation of a lesson to a class.

**Step 4: Final Decision and Offer**

The Cotting Fellowship selection committee will contact references before reaching a final decision. A member of the Cotting Fellowship selection committee will extend the formal offer. The offer will be confirmed in writing immediately following the offer. The offer will include the following elements:
- Salary of $40,000 per year for the two-year fellowship, including summer program
- A $30,000 scholarship towards a Master’s degree in Special Education
- Access to the full Cotting School benefit program including: medical, dental, life, disability, retirement
- A Cotting mentor during the full two-year commitment

**Step 5: Begin the Cotting Fellowship**

Your two-year Cotting Fellowship experience will formally begin during the faculty orientation that launches each school year. You will assume a role as a full-time classroom teacher.

Please email any questions to fellowships@cotting.org.
DEMOGRAPHIC INFORMATION

NAME: _______________________________________________________

Last         First          M.I.

PRESENT: _______________________________________________________

ADDRESS: _______________________________________________________

_____________________________________________________

Effective until: _________________________________

PHONE: (Home) __________________ (Cell) ____________________

EMAIL: _______________________________________________________

PERMANENT: _______________________________________________________

ADDRESS: _______________________________________________________

_____________________________________________________

LICENSURE AND CERTIFICATIONS:

1. Designation:_________________________ State:_________ Exp. Date: _______________
2. Designation:_________________________ State:_________ Exp. Date: _______________
3. Designation:_________________________ State:_________ Exp. Date: _______________

OTHER PERSONAL DATA:

Are you capable of performing with or without accommodation the activities involved in the Cotting Teaching Fellowship? Yes _____  No _____

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? (Proof of citizenship or immigration status will be required upon employment) Yes _____ No _____

Have you ever been dismissed from a school or district? Yes _____ No _____

Have you ever been suspended from or required to withdraw from any school or college? Yes _____ No _____
OTHER BACKGROUND INFO:

In answering the following questions, you may omit any information or answer “no record” with regard to any conviction for which there is a sealed record on file with the Commissioner of Probation. You should also omit first convictions for drunkenness, simple assault, speeding, motor traffic violations, affray or disturbance of the peace:

a. Have you ever been convicted of a felony?
   Yes _____ No _____ (if yes, provide details) _________________________________

b. Have you been convicted of a misdemeanor within the last five years?
   Yes _____ No _____ (if yes, provide dates and details) _________________________________

c. If your answer to question b above is yes, or if you have been convicted of a felony within the last five years, give the date and details of any misdemeanor for which you were convicted more than five years ago. _________________________________

WRITING SAMPLE:

Please attach a typed one page (500 words) writing sample that outlines your teaching philosophy and important people and events that influenced this philosophy.
AUTHORIZATION:

I authorize investigation of all statements contained in this application as well as in all accompanying materials as may be necessary to arrive at an employment decision. I hereby authorize all persons and organizations having information relevant to my application to provide that information to the school, and I hereby hold harmless the school and all those providing information to it from liability arising out of or as a result of the provision or use of such information.

I understand that a criminal offender record information (CORI) check will be made and that I will be subject to a drug test should I be offered employment.

I certify that all information provided on my application is true, accurate and complete. I understand that falsification, misrepresentation, or omission of facts called for in this application may result in denial of the teaching fellowship or employment, or immediate loss of the teaching fellowship or dismissal from employment, if discovered at a later date.

____________________________________________________________
Signature of Applicant      Date

* Please be sure to include:
  ◦ Completed application
  ◦ Resumé
  ◦ Official school transcripts
  ◦ One page writing sample
  ◦ Three letters of recommendation

** Please mail all application materials to:
  Cotting Fellowship Selection Committee
  Cotting School
  453 Concord Avenue
  Lexington, MA  02421

Note: Massachusetts General Laws Chapter 149, Section 19B requires the following statement:

It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability.