

Dear Teacher-Candidate:

If you are receiving this letter, you are on-track to complete the Plan 2 Program this year. If you received this letter and you are not intending to complete the CTE Plan 2 program this year, please contact Heidi Steigmann as soon as possible.

The following information is for you to use to prepare yourself for the portfolio presentation on **May 30, 2018 at 5:30 PM**. I have outlined this information below into sections for ease of use.

Due May 15th: Portfolio documents (at minimum):

Section 1: Personal Components

1. Current resume
2. Copy of teaching certificate (if applicable)
3. Industry professional licenses
4. CPR and First Aid cards
5. Type 2 Driver's license (if applicable)

Section 2: Professional Components – **Each Standard needs a separate tab and a cover page explaining the two pieces of evidence and why it was selected as meeting that standard. This should be at least a paragraph.**

Standard	Evidence Suggestions	Course alignment
1. The CTE teacher is able to apply and integrate the state's learning goals and essential academic learning requirements in program implementation and assessment	<ul style="list-style-type: none">• Lesson plans with State Standards• Unit plan/Framework sample• Philosophy Statement• Assessment examples	<ul style="list-style-type: none">• Course Organization• Course Organization• Philosophy of CTE• Advanced Instructional Techniques
2. The CTE teacher is able to create and sustain safe learning environments which prepare diverse students for the workplace, advanced training and continued education.	<ul style="list-style-type: none">• Safety Lesson Plan• Grading Policy• Student Profile Project	<ul style="list-style-type: none">• Practicum• Elements of Teaching• Elements of Teaching
3. The CTE teacher is able to identify the diverse needs of students and implement programs and strategies which promote student competency and success.	<ul style="list-style-type: none">• Lesson with outlined differentiation plan• Assessment examples	<ul style="list-style-type: none">• Advanced Instructional Techniques• Course Organization
4. The CTE teacher models personal and professional attributes and leadership skills which reflect productive life and work roles.	<ul style="list-style-type: none">• Leadership Integration Plan• Leadership lesson plans• Final Practicum Rubric Eval• Professional Growth Goals/Plan	<ul style="list-style-type: none">• Student Leadership• Practicum
5. The CTE teacher implements and maintains collaborative partnerships with students, colleagues, community, business, industry, and families which maximize resources and promote student self-sufficiency.	<ul style="list-style-type: none">• Mission, Vision & Belief Statement• Marketing Project• Advisory Community Plan• Practicum rubric and evaluation	<ul style="list-style-type: none">• Course Organization• Coordination Techniques• Philosophy of CTE• Practicum

Professional Dress:

Business attire is appropriate for this event.

Presentation:

On May 30th you will be presenting your best work as a teacher. Please choose one item from your portfolio that demonstrates your highest accomplishment so far as a teacher to share. **You will have 5 minutes, a PowerPoint would be a good idea, to share your work. In your 5 minutes you should cover the following items:**

- **Who you are**
- **Why you chose to be a teacher**
- **What is your best work you are sharing**
- **Why you chose it (how it shows you are a proficient and maybe awesome teacher)**

Portfolios:

All Plan 2 CTE certificate completers are required to complete a portfolio. The purpose is to demonstrate the candidates' proficiency at the 5 standards of CTE teaching. The evidence which demonstrates the candidate's level of proficiency is determined by the candidate. **Each candidate is required to include 2 pieces of evidence for each of the standards. Each Standard needs a separate tab and a cover page explaining the two pieces of evidence and why it was selected as meeting that standard.** If a candidate had courses waived because of previous course work they are still required to submit evidence they have met the 5 standards. **Portfolios will be submitted to the Professional Educators Advisory Committee (PEAC) on May 15th in order to be reviewed prior to May 30th presentations.**

I look forward to this event as it is a showcase of your talent and skills as an up-and-coming CTE teacher. Congratulations.

Sincerely,

Heidi Steigmann