

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 **August 13, 2018 at 5:30 PM**. I have outlined this information below into sections for ease of use.

Portfolio documents (at minimum) are due to CTA’s Administrative Office, building 200, by August 6th, 4:00 PM:

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 August 13th 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) by August 6th in order to be reviewed prior to August 13th 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