

**Purpose:**

The purpose of this program is to assist member districts in identifying and training future CTE teachers. Research suggests that the single most important factor affecting student achievement is teacher quality. Therefore, it is incumbent upon us as professional educators to make sure that we do all we can to raise up the next generation of teachers.

Anticipated Results:

It is hoped that the *Grow Your Own Program* will result in several positive outcomes for a specific CTE program:

- The program will remain open and available for students and the industry it supports
- Enrollment and associated funding will stay consistent
- Smooth transition for the new teacher and for the students
- The new teacher will be able to meet most certification requirements in advance of starting their career as a teacher, which will in turn increase the skill and confidence of the new teacher and reduce demands during their first year of teaching

Key Points:

The intern will be an employee of the member district and will be hired and evaluated in accordance with local district practices.

The intern will be assigned to a master CTE teacher deemed to be highly qualified by the member district and West-MEC. The master teacher should have minimally completed these CTE Premier Series courses:

- i. Instructional Best Practices Days 1 and 2
- ii. Classroom Management
- iii. Laboratory Safety and Management

Ideally, the master teacher should also have completed these additional CTE Premier Series courses:

- iv. Effective Demonstrations
- v. CTE Essentials

West-MEC will partially fund the intern position in recognition that the intern may ultimately become employed at any central or satellite campus in any district. Being an intern in a district does not guarantee future employment in that district.

The typical intern will be employed for an entire school year. Due to circumstances, a district may elect to apply for an internship for a shorter duration.

Intern Requirements:

1. Complete most requirements for CTE certification
 - a. Obtain IVP fingerprint card
 - b. Complete and submit CTE teacher certification application to the Arizona Department of Education
 - c. Complete the following CTE Premier Series courses:
 - i. Instructional Best Practices Days 1 and 2
 - ii. Classroom Management
 - iii. Laboratory Safety and Management
 - iv. Effective Demonstrations
 - v. CTE Essentials

2. Experiences (a more detailed checklist will be supplied to participating interns and master teachers)
 - d. Take attendance using an electronic system
 - e. Grade students work and record in electronic system
 - f. Co-teach with master teacher
 - g. Plan and deliver instruction
 - h. Plan and deliver demonstrations
 - i. Attend staff and department meetings
 - j. Complete a variety of school forms (e.g. work orders, facility requests, transportation requests)
 - k. Daily housekeeping
 - l. IEP meetings
 - m. Assist with CTSO
 - n. Review program standards and revise or create a scope and sequence
 - o. Assist in the development of a budget for the department
 - p. Learn to use instructional technology and educational apps
 - q. Observe other teachers on campus
 - r. Visit other CTE program in the state
 - s. Use the Arizona Curriculum Consortium wiki and modify lessons from the site
 - t. Create systems to manage the lab
 - u. Facilitate work-based learning
 - v. Attend advisory committee meeting

3. West-MEC will work with member district personnel to assist in instructional coaching. However, it is ultimately the member district's responsibility to ensure that the intern is properly trained and that all required activities are completed.

4. The master teacher will attend an orientation program at West-MEC prior to the start of the internship.

Grow Your Own Approval Process:

Grow Your Own applications will be submitted to the Director of Professional Development. The ideal time is by June 30th, however be in contact with him regarding interest in applying.

joel.wakefield@west-mec.org

The superintendent will review and approve projects. We will let you know as soon as a decision is made.

Funding:

The grant is awarded as a reimbursement grant, meaning that the school district is responsible for compensating the employee for school year, and then West-MEC will reimburse the school district at the completion of the program. It is also the intent that intern compensation is shared between West-MEC and the member district. The hourly wage earned by the intern may vary by district. West-MEC will allocate \$100 per day per intern for schools on five-day weeks and \$125 per day for schools on four-day weeks. Any additional expenses will be the responsibility of the member district.

Grow Your Own Application

District Name:

School:

Program:

Training Location:

The intern will:

_____replace a teacher that is possibly leaving/retiring

_____replace a teacher that is confirmed as leaving/retiring

_____allow us to expand a growing program

Justification:

Internship starting date:

Internship ending date:

Number of contract days for intern:

Cost (# of contract days for intern x \$100):

Current enrollment in program _____

The program has the potential to expand to _____ students

Class sizes are currently:

CTE Director

Date