PIMA COUNTY JTED PROFESSIONAL DEVELOPMENT COURSE OFFERINGS

PDHUB

WHERE EDUCATORS CONNECT

POWERED BY PIMA JTED

2016-2017

PIMA COUNTY JTED JOINT TECHNICAL EDUCATION DISTRICT

PDHUB

Where Educators Connect

Fall and Spring Course Offerings 2016 - 2017

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Certification Help Sessions

Registration: To begin, log into PD HUB using your Username and Password. (PD Hub link: pdhub.pimajted.org)
If you need your Username or Password please contact Mary Andrade at mandrade@pimajted.org.

Course: *Certification Help Session* **Instructors:** Curt Bertelsen Cathy Carey **For:** Provisionally Certified CTE Teacher or any interested person.	**Course Description:** Are you interested in learning how to become Provisionally Certified as a CTE Teacher? Are you Provisionally Certified as a CTE Teacher but want a clear plan to get your Standard CTE Teaching Certificate? Come and learn everything you need to know regarding YOUR certification. ***NOTE:*** Please bring a copy of your Provisional CTE Teaching Certificate if you have one	**Dates:** August 10, 2016 **OR** August 23, 2016 **Time:** 4:00 p.m. – 5:00 p.m. each day **Location:** Pima County JTED @ Master Pieces 2855 W. Master Pieces Dr. Building 4, PD Classroom Tucson, AZ 85741

Professional Knowledge Coursework

Pima JTED's Premier Program Series

Professional Knowledge Courses

Provisionally Certified Teachers are required to take a certain number of "Professional Knowledge" courses. On your Provisional Certificate in the "deficiencies" column it may say, for instance, Prof Knldg 9 SH. That means you need nine semester hours (SH) of coursework in Professional Knowledge. Each of our 15 hour courses earns one semester hour.

Each of the courses offered through the Pima JTED Premier Program Series has been approved by the Arizona Department of Education (A.D.E.). Teachers will receive an official A.D.E. certificate upon completion of each course. These certificates are accepted by the A.D.E. Certification Office to meet the "professional knowledge" requirement for Standard CTE Certification.

As a benefit to teachers there is **no charge** for these courses for teachers employed by Pima County JTED and our member districts (TUSD, Amphi, Vail, Rio Rico etc.) In fact, we offer our courses free to community members pursuing CTE Certification as a part of our effort to create a pipeline of teachers to fill teaching positions as they come open. Structured English Immersion (SEI) is the one course for which there is a charge, please see course description on page 5 for cost.

Because Pima JTED offers the following "Professional Knowledge" coursework required by the A.D.E. Certification Division, Pima JTED will no longer reimburse 50% of tuition if a teacher elects to take professional knowledge coursework through other providers.

Attendance at every course session is essential for success and mandatory for certification for each participant. In the event of an emergency, please contact our office at 520-352-5833 ext. 7105 to speak with Mary Andrade.

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OPTION B

The following course is designed for Provisionally Certified CTE Teachers who:
Possess a valid non-CTE Arizona Teaching Certificate and are becoming certified through "Option B"

Course: *Methods of Teaching Career and Technical Education* **Instructor:** Curt Bertelsen **For:** Academic Teachers Pursuing CTE Endorsement **ADE Credit Available:** Yes 3 Semester Hour (SH) Credit **Requirement:** 5 days	**Course Description:** Introduction to the Philosophy of CTE, The CTE Delivery Model, The Premier JTED Program, Classroom Instruction, Student Engagement, Classroom Management, Procedures, Discipline with Dignity, and Twelve Elements of a CTE Program. This is a five day course.	**Summer 2016** **Dates:** July 11 and 12, 2016 July 13 and 14, 2016 July 21, 2016 (all 5 days required) **Time:** 8:00 a.m. – 4:00 p.m. each day **Fall 2016** **Dates:** August 23 and 24, 2016 September 7 and 8, 2016 October 18, 2016 (all 5 days required) **Time:** 8:00 a.m. – 4:00 p.m. each day **Spring 2017** **Dates:** January 11 and 12, 2017 February 8 and 9, 2017 March 1, 2017 (all 5 days required) **Time:** 8:00 a.m. – 4:00 p.m. each day **Location:** Pima County JTED @ Master Pieces 2855 W. Master Pieces Dr. Building 4 / PD Classroom Tucson, AZ 85741

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OPTIONS A and C
The following series of courses is designed for Provisionally Certified CTE Teachers who:
come with a bachelor's degree in their field via "Option A"
OR come from Industry with 6,000 hours of industry experience via "Option C"

Professional Knowledge Courses

The following courses will help you to become a strong classroom instructor

Course: *Structured English Immersion (SEI)* **Instructor:** Sandra Figueroa **Fee:** $250.00 out of pocket Teachers currently on contract teaching CTE in any Pima JTED central or satellite program will receive 50% reimbursement upon successful completion of this course and submission of required paperwork. Please allow 4 weeks for processing of payment. Reimbursement must occur before May 1, 2017. **For:** Provisionally Certified CTE Teacher and any Standard Certified CTE Teacher **ADE Credit Available:** Yes 3 Semester Hour (SH) Credit **Requirement:** 5 days	**Course Description:** The purpose of this course is to aid the teaching of Academic, Career and Technical Education for (CTE) 9-12 educators with structured English immersion professional development in the areas of: ELL Proficiency Standards, Assessment (ELL data analysis and application, formal and informal), SEI Foundations, Learning Experiences: SEI Strategies, and Parent/Home School Scaffolding. Participants will receive extensive professional development from well-defined curriculum that consists of thirty hours of information and discussion sessions accompanied with fifteen hours of practicum corresponding to the application and transfer of the professional development session topics. Numerous opportunities for interaction, peer collaboration in highly meaningful, engaging, relevant, and thought provoking learning environment will be the platform for this professional development experience. Participants will receive forty-five clock hours of SEI content area professional development, and will satisfy the requirements for the Full SEI Endorsement for Arizona Teacher Certification. This is an ADE approved Professional Development Event. Upon completion of this training and any homework assigned you will earn the equivalent of one college credit	**Dates:** September 17, 2016 September 21, 2016 September 24, 2016 September 28, 2016 October 1, 2016 (all 5 days required) **Location:** Pima County JTED @ Master Pieces 2855 W. Master Pieces Dr. Building 4 / PD Classroom Tucson, AZ 85741 **Time:** 8:00 a.m. – 4:00 p.m. each day

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Course: *Instructional Best Practices* **Instructor:** Curt Bertelsen **For:** Provisionally Certified CTE Teacher and any Standard Certified CTE Teacher **ADE Credit Available:** Yes 1 Semester Hour (SH) Credit **Requirement:** 2 days, no homework	**Course Description:** Ace your next evaluation! This course is excellent for every teacher. It is required for all teachers that use the lessons found on the Arizona CTE Curriculum Consortium Wiki. In this highly engaging course teachers will focus on the design and delivery of relevant and engaging lessons. Special emphasis is placed on active participation strategies, a strong introduction to each lesson, clear and appropriate objective(s), a variety of ways to meet the objective(s), and closure to assess learning.	**Summer 2016** **Dates:** July 11 and 12, 2016 (two day course) **Fall 2016** **Dates:** August 23 and 24, 2016 (two day course) **Spring 2017** **Dates:** January 11 and 12, 2017 (two day course) **Location:** Pima County JTED @ Master Pieces 2855 W. Master Pieces Dr. Building 4 / PD Classroom Tucson, AZ 85741 **Time:**8:00 a.m. – 4:00 p.m. each day
Course: *Effective Demonstrations* **Instructor:** Curt Bertelsen **For:** Provisionally Certified CTE Teacher and any Standard Certified CTE Teacher **ADE Credit Available:** Yes 1 Semester Hour (SH) Credit **Requirement:** 1 day + homework	**Course Description:** Whether in a welding lab or a bioscience lab, effective demonstrations are crucial. If done correctly every student can successfully perform the new skill with little or no frustration, without wasted materials, and attain proficiency in a way that will ensure the whole class progresses at an appropriate pace. This is a real career extender! When you are successful in the lab, and the students are successful in the lab, teaching can be very rewarding. An added bonus is that students complete the new skill in a safe environment. Come and learn this four-part demonstration method.	**Fall 2016** **Date:** November 9, 2016 (one day course) **Spring 2017** **Date:** January 25, 2017 (one day course) **Location:** Pima County JTED @ Master Pieces 2855 W. Master Pieces Dr. Building 4 / PD Classroom Tucson, AZ 85741 **Time:** 8:00 a.m. – 4:00 p.m. each day

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Course: *Technical Skills Assessment* **Instructor:** Curt Bertelsen **1 Semester Hour (SH) ADE Credit** for Provisionally Certified CTE Teachers. **Requirement:** 1 day + homework **OR** **7.5 Hours Professional Growth** for Standard Certified CTE Teachers. **Requirement:** 1 day no homework	**Course Description:** Technical Skills Assessment: Your students CAN rock the Technical Skills Assessment! With the new mandate of 60% pass rate, teachers are excited to learn everything they can to help their students succeed. Join us as we look at: History of the TSA Testing protocol and dates Testing Strategies and how to prepare your students for the TSA Resources available to help your students succeed How teachers can help with the development of the TSA How to access and interpret the data available on YOUR students How to use the data to plan for future instruction Assessment item development and evaluation And more ***NOTE:*** There is homework associated with this class if you wish to earn ADE credit.	**Summer 2016** **Dates:** May 31, 2016 **Fall 2016** **Dates:** August 18, 2016 September 15, 2016 September 20, 2016 October 22, 2016 (Saturday) **Spring 2017** **Dates:** March 8, 2017 **Location:** Pima County JTED @ Master Pieces 2855 W. Master Pieces Dr. Building 4 / PD Classroom Tucson, AZ 85741 **Time:** 8:00 a.m. – 4:00 p.m. each day

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Course: *Assessing and Grading CTE Students* **Instructor:** Curt Bertelsen **1 Semester Hour (SH) ADE Credit** for Provisionally Certified CTE Teachers. **Requirement:** 1 day + homework **OR** **7.5 Hours Professional Growth** for Standard Certified CTE Teachers. **Requirement:** 1 day no homework	**Course Description:** Assessing and grading are two different actions. Learn a variety of formative and summative assessment techniques. A major focus is how to assess student work using rubrics. When done well, assessing student work can: Provide feedback to instructors on their students' learning Provide feedback to students on their own learning Provide a **means of communicating** to students, parents, post-secondary schools, and future employers about a student's performance in their CTE class and potential for further success **Be a source of motivation** to students In this course you will develop your own philosophy of grading and will wrestle with issues such as Why we grade student work What we should grade How many points an assignment should be worth How many points should be earned in a grading period Allowing redo's. Requiring redo's. Make-up work. Amnesty Days. Extra Credit What grading scales can be used Who can grade student work Weighted Grades and Grading on a Curve	**Date:** November 15, 2016 **Location**: Pima County JTED @ Master Pieces 2855 W. Master Pieces Dr. Building 4 / PD Classroom Tucson, AZ 85741 **Time:** 8:00 a.m. – 4:00 a.m.

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Course: *Scope and Sequence* **Instructor:** Curt Bertelsen **For:** Provisionally Certified CTE Teacher and any Standard Certified CTE Teacher **ADE Credit Available:** Yes 1 Semester Hour (SH) Credit **Requirement:** 2 days	**Course Description:** Don't you love starting with an empty canvas and creating a masterpiece? During this class you will have the opportunity to design your course of study. You'll decide in which order you teach each unit of instruction. You'll also wrestle with the depth and breadth of instruction for each standard you've been tasked with teaching. The final product? A scope and sequence that is custom made by you, for you.	**Dates:** April 11 and 12, 2017 **Location:** Pima County JTED @ Master Pieces 2855 W. Master Pieces Dr. Building 4 / PD Classroom Tucson, AZ 85741 **Time:** 8:00 a.m. – 4:00 p.m. each day
Course: *Lesson Writing* **Instructor:** Lee Jessen **For:** Provisionally Certified CTE Teacher and any Standard Certified CTE Teacher **ADE Credit Available:** Yes 1 Semester Hour (SH) Credit **Requirement:** 2 days	**Course Description:** Wouldn't you love to learn to write lessons like the ones on the wiki? Each teacher will complete a task analysis for one or more measurement criteria, determine the number of lessons to be written for the unit of instruction and write the first lesson in the unit. Teachers may have time to write a second lesson and are encouraged doing so if time permits.	**Fall 2016** **Dates:** September 22 and 23, 2016 **Spring 2017** **Dates:** May 3 and 4, 2017 **Location:** Pima County JTED @ Master Pieces 2855 W. Master Pieces Dr. Building 4 / PD Classroom Tucson, AZ 85741 **Time:**8:00 a.m. – 4:00 p.m. each day

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Course: *Serving Special Education Students in CTE* **Instructor:** Dan Habinek **1 Semester Hour (SH) ADE Credit** for Provisionally Certified CTE Teachers. Requirement: 1 day + homework **OR** **7.5 Hours Professional Growth** for Standard Certified CTE Teachers. **Requirement:** 1 + homework	**Course Description:** This one day training is designed to provide CTE educators and other interested parties with a broad understanding of special education. During the course of this interactive workshop we will cover a range of topics include special education law, modifications, accommodations, interventions, supports, the special education process, the Response to Intervention process and more. Our goal is to provide you with the tools you need to serve special needs students more effectively. ***NOTE:*** There is homework associated with this class if you wish to earn ADE credit.	**Date:** October 5, 2016 **Location:** Pima County JTED @ Master Pieces 2855 W. Master Pieces Dr. Building 4 / PD Classroom Tucson, AZ 85741 **Time:** 8:00 a.m. – 4:00 p.m.

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Professional Knowledge Courses

The following courses will help you to become an excellent manager of your classroom and lab

Course: *Classroom Management* **Instructor:** Curt Bertelsen **For:** Provisionally Certified CTE Teacher and any Standard Certified CTE Teacher **ADE Credit Available:** Yes 1 Semester Hour (SH) Credit **Requirement:** 2 days	**Course Description:** Enhance your classroom management skills. You will identify and develop procedures and routines that are perfect for YOUR situation. We will take a deep look at the philosophy of "Discipline with Dignity" to ensure that you possess discipline strategies that are highly effective without escalating disruptive student behavior. You will leave this course having developed your procedures, routines, classroom rules and consequences.	**Summer 2016** **Dates:** July 13 and 14, 2016 (two day course) **Fall 2016** **Dates:** September 7 and 8, 2016 (two day course) **Spring 2017** **Dates:** February 8 and 9, 2017 (two day course) **Location:** Pima County JTED @ Master Pieces 2855 W. Master Pieces Dr. Building 4 / PD Classroom Tucson, AZ 85741 **Time:** 8:00 a.m. – 4:00 p.m. each day
Course: *Laboratory Safety and Management* **Instructor:** Curt Bertelsen **1 Semester Hour (SH) ADE Credit** for Provisionally Certified CTE Teachers. **Requirement:** 1 day + homework **OR** **7.5 Hours Professional Growth** for Standard Certified CTE Teachers. **Requirement:** 1 day no homework	**Course Description:** Are you ready for students in the lab? Join us as we identify a variety of practical steps you can take to ensure that your students are safe in the laboratory and that you are protected. You will also be treated to a variety of techniques to enable you to manage your lab effectively and efficiently. Additionally, you will gain new skills needed to utilize a proven methodology of teaching in the lab or shop. ***NOTE:*** There is homework associated with this class if you wish to earn ADE credit.	**Fall 2016** **Date:** November 2, 2016 (one day course) **Spring 2017** **Date:** February 15, 2017 (one day course) **Location:** Pima County JTED @ Master Pieces 2855 W. Master Pieces Dr. Building 4 / PD Classroom Tucson, AZ 85741 **Time:** 8:00 a.m. – 4:00 p.m. each day

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Professional Knowledge Courses

The following courses will help you to develop all aspects of a comprehensive CTE program

Course: *Twelve Elements of a CTE Program* **Instructor:** Curt Bertelsen **1 Semester Hour (SH) ADE Credit** for Provisionally Certified CTE Teachers. **Requirement:** 1 day + homework **OR** **7.5 Hours Professional Growth** for Standard Certified CTE Teachers. **Requirement:** 1 day no homework	**Course Description:** What constitutes an "approved program"? Come and learn in depth what is required to ensure that your program is in compliance and eligible to receive Federal, State and JTED funding. You will leave with the skills needed to manage the many facets of running a premier CTE program including: purchasing, collection of data, reports, advisory committees, work-based learning, Career and Technical Student Organizations (CTSO), end of program assessments, attracting and retaining non-traditional students and more. You will develop a 3-year implementation plan for your own CTE Program to be a premier program! ***NOTE:*** There is homework associated with this class if you wish to earn ADE credit.	**Summer 2016** **Date:** July 21, 2016 (one day course) **Fall 2016** **Date:** October 18, 2016 (one day course) **Spring 2017** **Date:** March 1, 2017 (one day course) **Location:** Pima County JTED @ Master Pieces 2855 W. Master Pieces Dr. Building 4 / PD Classroom Tucson, AZ 85741 **Time:** 8:00 a.m. – 4:00 p.m. each day

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Course: *CTSO New Advisor Training* **Instructor:** Curt Bertelsen **1 Semester Hour (SH) ADE Credit** for Provisionally Certified CTE Teachers. **Requirement:** 1 day + homework **OR** **7.5 Hours Professional Growth** for Standard Certified CTE Teachers. **Requirement:** 1 day no homework	**Course Description:** Career and Technical Student Organizations (CTEO) will take your CTE Program to the next level. Teachers that have strong student organizations love the benefits of having students involved in them. Students become leaders, take ownership in their CTE Program, increase their technical knowledge and skill through completion, and make friends. Skills USA, Future Business Leaders of America (FBLA), Future Farmers of America (FFA), Health Occupation Students Association (HOSA), Distribute Education Club of America (DECA), Family, Career and Community Leaders of America (FCCLA) and Educators Rising are the seven approved CTSO's in Arizona. Come and learn about the CTSO that YOU will be advising! This is a very practical, hands-on course that provides the information, guidance and time you need to start a chapter and met the requirements for having a chapter. Come ready to work! By the end of the course you will breathe a big sigh of relief as you will feel empowered to get your chapter up and running. ***NOTE:*** There is homework associated with this class if you wish to earn ADE credit.	**Date:** February 21, 2017 (one day course) **Location:** Pima County JTED @ Master Pieces 2855 W. Master Pieces Dr. Building 4 / PD Classroom Tucson, AZ 85741 **Time:** 8:00 a.m. – 4:00 p.m.

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Course: *CTSO Beginning Officer Training (with officers)* **Instructor:** Curt Bertelsen **Fee:** $5.00 per person per class for lunch **1 Semester Hour (SH) ADE Credit** for Provisionally Certified CTE Teachers upon completion of ***both*** CTSO Beginning Officer Training ***and*** CTSO Advanced Officer Training in the same school year **OR** **7.5 Hours Professional Growth** for Standard Certified CTE Teachers. **Requirement:** 1 day	**Course Description:** You and your officers will work as a team to identify your officer election procedures, clarify officer duties, identify characteristics of effective teams, look at events management, and develop a Program of Work. Student leaders will learn how to make a motion, second it, and vote on it. Participating teams will receive lunch, a notebook and a gavel. Please bring 4-7 officers or potential officers to the training! Teachers are to attend and fully engage with their teams for the whole day. ***NOTE:*** Both Beginning and Advanced Officer Training Courses are required for ADE certificate.	**East Tucson** **Date:** September 27, 2016 **Location:** Pima County JTED @ Santa Rita 3951 S. Pantano Rd. Tucson, AZ 85730 **Time:** 8:30 a.m. – 2:30 p.m. **North West Tucson** **Date:** September 29, 2016 **Location:** Pima County JTED @ Mountain View 3901 W. Linda Vista Blvd. Tucson, AZ 85742 **Time:** 8:30 a.m. – 2:30 p.m. **JTED @ Master Pieces** **Date:** October 20, 2016 **Location:** Pima County JTED @ Master Pieces 2855 W. Master Pieces Dr. Tucson, AZ 85741 **Time:** 8:30 a.m. – 2:30 p.m.
Course: *CTSO Advanced Officer Training (with officers)* **Instructor:** Curt Bertelsen **Fee:** $5.00 per person per class for lunch **1 Semester Hour (SH) ADE Credit** for Provisionally Certified CTE Teachers upon completion of ***both*** CTSO Beginning Officer Training ***and*** CTSO Advanced Officer Training in the same school year with the same officer team **OR** **7.5 Hours Professional Growth** for Standard Certified CTE Teachers. **Requirement:** 1 day	**Course Description:** This is a one day, designed for CTSO officer teams and advisors. This workshop covers those skills associated with conducting meetings including parliamentary procedure, agenda development and giving effective reports. Participating teams receive lunch and resource materials. Please bring 4-7 officers (ideally the same students that you brought to Beginning Officer Training)! Teachers are to attend and fully engage with their teams for the whole day. ***NOTE***: Both Beginning and Advanced Officer Training Courses are required for **ADE** certificate.	**<u>Spring 2017</u>** **Dates:** January 31, 2017 March 30, 2017 **Location:** Pima County JTED @ Master Pieces 2855 W. Master Pieces Dr. Building 4 / PD Classroom Tucson, AZ 85741 **Time:** 8:30 a.m. - 2:30 p.m. each day

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Course: *Work-Based Learning* **Instructor:** Curt Bertelsen **1 Semester Hour (SH) ADE Credit** for Provisionally Certified CTE Teachers. Requirement: 1 day + homework **OR** **7.5 Hours Professional Growth** for Standard Certified CTE Teachers. **Requirement:** 1 day no homework	**Course Description:** This course satisfies the ADE requirement for the Cooperative Education Endorsement. Create meaningful work-based learning experiences for your students. This course will provide teachers with a variety of models of work-based learning along with the associated forms, agreements, and guidelines. You will select the model that is most appropriate for your situation and create a plan to implement work-based learning as a part of your premier program! ***NOTE:*** There is homework associated with this class if you wish to earn ADE credit.	**Dates:** April 1, 2017 (Saturday) (one day course) **Location:** Pima County JTED @ Master Pieces 2855 W. Master Pieces Dr. Building 4 / PD Classroom Tucson, AZ 85741 **Time:** 8:00 a.m. – 4:00 p.m.
Course: *Advocacy, Public Relations and Recruitment* **Instructor:** Curt Bertelsen **1 Semester Hour (SH) ADE Credit** for Provisionally Certified CTE Teachers. Requirement: 1 day + homework **OR** **7.5 Hours Professional Growth** for Standard Certified CTE Teachers. **Requirement:** 1 day no homework	**Course Description:** Explore ways to advocate for your program locally and advocate for CTE at the state and national levels. Review data that shows the effectiveness of CTE – data you can share with students, parents and lawmakers. Identify methods of raising public awareness of the great things your program does for students through social media and print media. Use all of this and other strategies to recruit students to your CTE program. ***NOTE:*** There is homework associated with this class if you wish to earn ADE credit.	**Date:** November 29, 2016 **Location:** Pima County JTED @ Master Pieces 2855 W. Master Pieces Dr. Building 4 / PD Classroom Tucson, AZ 85741 **Time:** 8:00 a.m. – 4:00 p.m.

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Course: *Strategic Planning* **Instructor:** Curt Bertelsen **For:** Provisionally Certified CTE Teacher and any Standard Certified CTE Teacher **ADE Credit Available:** Yes (1 Semester Hour (SH) Credit)	**Course Description:** Take time to dream! Create a 5-year plan to turn your CTE Program into a **Premier** CTE Program. Take a systematic approach to evaluating curriculum, teaching methodology, certifications, CTSO opportunities, work-based learning and more.	**Summer 2016** **Date:** June 8 and 9, 2016 **Summer 2017** **Date:** June 7 and 8, 2017 **Location:** Pima County JTED @ Master Pieces 2855 W. Master Pieces Dr. Building 4 / PD Classroom Tucson, AZ 85741 **Time:** 8:00 a.m. – 4:00 p.m. each day
Course: *Using Advisory Councils Effectively* **Instructor:** Curt Bertelsen **1 Semester Hour (SH) ADE Credit** for Provisionally Certified CTE Teachers. **Requirement:** 1 day + homework **OR** **7.5 Hours Professional Growth** for Standard Certified CTE Teachers. **Requirement:** 1 day no homework	**Course Description:** This interactive workshop is designed to ensure success in the formation and use of industry advisory councils. During this workshop you will learn how to form a committee, how to conduct useful advisory council meetings and how to use advisory council members for continuous program improvement. ***NOTE:*** There is homework associated with this class if you wish to earn ADE credit.	**Date:** December 7, 2016 **Location:** Pima County JTED @ Master Pieces 2855 W. Master Pieces Dr. Building 4 / PD Classroom Tucson, AZ 85741 **Time:** 8:00 a.m. – 4:00 p.m.

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Course: *Wow Your Students with Math!* **Instructor:** Lee Jessen 1 Semester Hour (SH) ADE Credit for Provisionally Certified CTE Teachers. **Requirement:** 2 days	**Course Description:** Workforce Integrated Math makes sense to students. Math comes to life when it is used to solve real-world problems. The Arizona State Board of Education has approved the following courses for math credit – should your district elect to approve a CTE program for math credit. Do you have teachers with a vision for offering math credit for one of these programs? Do you have teachers that simply want to integrate more math in their CTE courses? Send them to this fun two-day training. • Accounting • Architectural Drafting • Automotive Technologies • BMAS • Construction Technologies • Engineering Sciences • Mechanical Drafting • Software Development • Welding Technologies	**Dates:** October 25 **and** 27, 2016 **Location:** Pima County JTED @ Master Pieces 2855 W. Master Pieces Dr. Building 4 / PD Classroom Tucson, AZ 85741 **Time:** 8:00 a.m. – 4:00 p.m.
Course: *WOW your Students with ELA Part 1* **Instructor:** Cathy Carey 1 Semester Hour (SH) ADE Credit for Provisionally Certified CTE Teachers. **Requirement:** 2 days	**Course Description:** **Part 1 (Offered 2016-17)** Participants will receive complete lesson packages including the lesson plan, PowerPoint, worksheets and note-taker to enable them to teach any the following: • Reading Informational Text • Resume Writing / Cover Letters • Creating Website Content • Writing Incident Reports • Presentations Teachers will review the materials to become comfortable with the ELA content and will be provided time to customize lessons for use in their own programs.	**Summer 2016** **Dates:** June 14 and 15, 2016 **Spring 2017** **Dates:** April 26 and 27, 2017 **Location**: Pima County JTED @ Master Pieces 2855 W. Master Pieces Dr. Building 4 / PD Classroom Tucson, AZ 85741 **Time:** 8:00 a.m. – 4:00 p.m. each day

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Course: *WOW your Students with ELA Part 2* **Instructor:** Cathy Carey 1 Semester Hour (SH) ADE Credit for Provisionally Certified CTE Teachers. **Requirement:** 2 days	**Course Description:** Part 2 (Offered 2017-18) Participants will receive complete lesson packages including the lesson plan, PowerPoint, worksheets and note-taker to enable them to teach any the following: Business Communications Reading and Writing Technical Manuals Completing Job Tickets Reading and creating charts and graphs Research Teachers will review the materials to become comfortable with the ELA content and will be provided time to customize lessons for use in their own programs.	**Date: TBD** **Part 2 - Offered 2017-18** **Location**: Pima County JTED @ Master Pieces 2855 W. Master Pieces Dr. Building 4 / PD Classroom Tucson, AZ 85741 **Time:** 8:00 a.m. – 4:00 p.m.
Course: *Basic Instructional Technology for CTE* **Instructor:** Debbie Anthony Alfred Martinez 1 Semester Hour (SH) ADE Credit for Provisionally Certified CTE Teachers. **Requirement:** 2 days	**Course Description:** Terminology and file extensions. Wireless connections, organization of files and folders, saving, virus protection, opening attachments, computer connections. Learn how to describe hardware & software problems. Direct students in use and care of desktops & laptops. Improve your communication with your students & their parents using email, newsletters, websites, professional etiquette, Google hangouts, & recorded video. Show teachers how to maximize their use of the newly redesigned Arizona CTE Curriculum Consortium Wiki. Utilize Wiki lessons, scope and sequence, curriculum guides, templates, resources, strategies, and Employability Skill lessons to enhance your curriculum. Virtual tours, web cams. Google Hangouts, exploring other environments, getting to know your Smart Board, PowerPoint etc. Explore CTE Websites including: ADE website, NOCTI, Explore websites that are frequently used at JTED: The CTE Wiki, CTSOs, AESOP, JOLT, CNA Skills, Pima JTED. Also learn how to cite electronic sources using Easy Bib.	**Dates:** January 20, 2017 January 27, 2017 **Location:** Pima County JTED @ Master Pieces 2855 W. Master Pieces Dr. Building 1 / Computer Lab Tucson, AZ 85741 **Time:** 8:00 a.m. – 4:00 p.m. each day

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Workshops

Professional Growth Hours

The following workshops are designed for ALL CTE teachers (Provisionally or Standard Certified). Professional growth hour certificates will be awarded upon completion of each workshop. Teachers with a Standard CTE Certificate will need to complete 180 hours each six years to renew their Standard CTE Certificate for another six years.

Workshop: *Technical Reading* **Instructor:** Cathy Carey **For:** Provisionally Certified CTE Teacher and any Standard Certified CTE Teacher **7.5 Hours Professional Growth** for Standard Certified CTE Teachers. **Requirement:** 1 day no homework	**Workshop Description:** Your CTE classroom truly is the key to meaningful application of the current career and college readiness standards. This workshop will give you specific examples where Arizona's College and Career Readiness standards for technical reading already exist in your CTE program. It will also provide opportunities for you to incorporate additional standards into your lessons, AND give you strategies to use to increase your students' ability to read difficult technical information more effectively. Bring your textbook or a couple of industry journal articles to use for building close reading lessons to take back to your classroom the very next day. Come find out why CTE really is a powerful driver for creating literate employees for our 21st century workforce.	**Date:** February 17, 2017 **Location:** Pima County JTED @ Master Pieces 2855 W. Master Pieces Dr. Building 4 / PD Classroom Tucson, AZ 85741 **Time:** 8:00 a.m. – 4:00 p.m.
Workshop: *Staying On Top of Your Teaching Game* **Instructor:** Curt Bertelsen **For:** All teachers **Certificate**: 7.5 Professional Growth Hours	**Workshop Description:** This fast-paced workshop explores strategies used by teachers who are at the top of their teaching game! We will begin the day with effective active participation strategies that are used in each part of the lesson including the introduction, lesson body, and closure. In the afternoon we will look at highly effective classroom and lab practices that ensure a safe and effective learning environment.	**Date:** August 30, 2016 (one day course) **Location:** Pima County JTED @ Master Pieces 2855 W. Master Pieces Dr. Building 4 / PD Classroom Tucson, AZ 85741 **Time:** 8:00 a.m. – 4:00 p.m.

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Workshop: *Motivating Adolescent Learners* **Instructor:** Cathy Carey **For:** All teachers **Certificate**: 3 Professional Growth Hours	**Workshop Description:** This course is designed to help level the playing field with "Digital Natives". You will learn the adolescent learners' uniqueness, strategies that work especially well with adolescents, and how to energize these unique students.	**Summer 2016** **Date:** June 2, 2016 **Summer 2017** **Date:** June 14, 2017 **Location:** Pima County JTED @ Master Pieces 2855 W. Master Pieces Dr. Building 4 / PD Classroom Tucson, AZ 85741 **Time:** 9:00 a.m. – 12:00 p.m.
Workshop: *Ring of Fire – Part 1* **Instructor:** Cathy Carey **For:** All teachers **Certificate:** 2 Professional Growth Hours	**Workshop Description:** Use of these structures will ensure active participation in your classroom. Learn to ignite your students and make your bellwork, content and closure sizzle! This class is suggested for new and veteran teachers alike.	**Summer 2016** **Date:** June 7, 2016 **Summer 2017** **Date:** June 15, 2017 **Location:** Pima County JTED @ Master Pieces 2855 W. Master Pieces Dr. Building 4 / PD Classroom Tucson, AZ 85741 **Time:** 9:00 a.m. – 11:00 a.m. each day
Workshop: *Ring of Fire – Part 2* **Instructor:** Cathy Carey **For:** All teachers **Certificate**: 2.5 Professional Growth Hours	**Workshop Description:** Smokin' structures that kindle critical thinking skills in JTED students will be added to your Ring of Fire Part 1.	**Summer 2016** **Date:** June 7, 2016 **Summer 2017** **Date:** June 15, 2017 **Location:** Pima County JTED @ Master Pieces 2855 W. Master Pieces Dr. Building 4 / PD Classroom Tucson, AZ 85741 **Time:** 12:00 p.m. – 2:30 p.m. each day

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PIMA COUNTY JTED JOINT TECHNICAL EDUCATION DISTRICT

PDHUB

Where Educators Connect

Fall and Spring Course Offerings 2016 - 2017

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Workshop: *Examining Beliefs About Learning* **Instructor:** Cathy Carey **For:** All teachers **Certificate**: 3 Professional Growth Hours	**Workshop Description:** Explore and discuss beliefs about learning that are pivotal to everything you do in your classroom. This groundwork will help you create a strong foundation for your teaching. This class is suggested for all teachers.	**Summer 2016** **Date:** June 2, 2016 **Time:** 12:30 p.m. – 3:30 p.m. **Summer 2017** **Date:** June 27, 2017 **Time:** 9:00 a.m. – 12:00 p.m. **Location:** Pima County JTED @ Master Pieces 2855 W. Master Pieces Dr. Building 4 / PD Classroom Tucson, AZ 85741
Workshop: *Getting to Know your SMART Board* **Instructor:** Dee Dickson **For:** Support Staff and Teachers **Certificate**: 1.5 Professional Growth Hours	**Workshop Description:** Have you been properly introduced to your SMART Board? If not, come and join us for a preliminary workshop which will help you get to know your SMART Board a little better. Within the 90 minute session we will explore the basic functionality of the SMART Board so you can get started using it right away!	**Date:** By request - Please contact Mary Andrade at mandrade@pimajted.org for the next available course date and location.
Workshop: *Advanced PowerSchool For Administrators* **Instructor:** Michelle Beltran **For:** Administrators **Certificate**: 3 Professional Growth Hours	**Workshop Description:** This is a course for PowerTeacher Administrators and Program Managers. Learn how to push content links, view gradebooks, run administrative reports on gradebook activity, and explore student information pages and more.	**Date:** One-on-One by request - Please contact Mary Andrade at mandrade@pimajted.org to register and schedule instructor.

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Workshop: *Advanced PowerSchool For Instructors* **Instructor:** Michelle Beltran **For:** Instructors **Certificate**: 3 Professional Growth Hours	**Workshop Description:** Learn how to use PowerTeacher to its full benefit in your classroom. Besides basic attendance taking, learn the following and more: • Maintaining gradebook • Creating assignments • Working with student groups • Using parent portal for communication	**Date:** One-on-One by request - Please contact Mary Andrade at mandrade@pimajted.org to register and schedule instructor.
Workshop: *Google Gmail: Basics* **Instructor:** Abel Vazquez **For:** Support Staff and Teachers **Certificate**: 3 Professional Growth Hours	**Workshop Description:** Gmail Basics will prepare you with fundamental understanding of Gmail, its key features and general benefits in the classroom. With a basic understanding of Gmail, you can communicate effectively with your colleagues and students, stay organized and begin to customize your Gmail experience. You will learn how to: • Compose and send messages to parents, students and groups • Use labels to organize messages • Use Google Hangouts to communicate and collaborate via chat, voice and video • Manage email on the go using your mobile device	**Date:** August 19, 2016 **Location:** Pima County JTED @ Master Pieces 2855 W. Master Pieces Dr. Building 1 / Computer Lab Tucson, AZ 85741 **Time:** 12:00 p.m. – 3:00 p.m.

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PIMA COUNTY JTED JOINT TECHNICAL EDUCATION DISTRICT

PDHUB

Where Educators Connect

Fall and Spring Course Offerings 2016 - 2017

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Workshop: *Google Drive: Basics* **Instructor:** Abel Vazquez **For:** Support Staff and Teachers **Certificate**: 3 Professional Growth Hours	**Workshop Description:** Drive Basics lessons will prepare you with a fundamental understanding of Drive, its key features and general benefits in the classroom. You can upload, share and publish files and folders to stay organized and in control of your information. • Use Drive to save, store and access all your files from anywhere • Create files and folders to share for the purpose of collaborating with others • Use the search option to find your files • Customize and organize Drive	**Date:** September 9, 2016 **Location:** Pima County JTED @ Master Pieces 2855 W. Master Pieces Dr. Building 1 / Computer Lab Tucson, AZ 85741 **Time:** 12:00 p.m. – 3:00 p.m.
Workshop: *Google Forms* **Instructor:** Debbie Anthony **For:** Support Staff and Teachers **Certificate**: 2 Professional Growth Hours:	**Workshop Description:** Google Forms – Use Google Forms to create a useful document that can save you time in your position. Some examples are surveys, tests, rubrics, just to name a few ***NOTE:*** Earn an additional 2 hour certificate for completing optional homework.	**Date:** April 7, 2017 **Location:** Pima County JTED @ Master Pieces 2855 W. Master Pieces Dr. Building 1 / Computer Lab Tucson, AZ 85741 **Time:** 9:00 a.m. – 11:00 a.m.
Workshop: *Increasing Non-Traditional Enrollment and Retention* **Instructor:** Curt Bertelsen **For:** All teachers **Certificate**: Professional Growth Hours	**Workshop Description:** There are two performance measures that we are committed to being more intentional about; improving "non-traditional enrollment" and "non-traditional completion". Do programs which are traditional for males attract females? Furthermore, once in the program does the female student stay and complete the program? Likewise, are we actively promoting programs that are traditional for females to our male students? Do they stick with it and complete the program? Come and learn from a nationally recognized expert about attracting and retaining non-traditional students.	**Date:** By request - Please contact Mary Andrade at mandrade@pimajted.org ATTENTION: CTE Directors may schedule this workshop with date, location and time negotiable.

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Workshop: *Success With Curriculum Guides* **Instructor: Curt Bertelsen** **For:** All teachers **1 hour Professional Growth**	**Workshop Description:** Curriculum guides are being developed for all CTE program areas and over 15 are complete! Using these guides can inform teachers about the specific content necessary for students to excel on the End of Program Assessments. Learn how to use this tool to ensure your students rock on the exam!	**Date:** By request - Please contact Mary Andrade at mandrade@pimajted.org ATTENTION: CTE Directors may schedule this workshop with date, location and time negotiable.
Workshop: *Collaboration Day* **Instructor:** **Facilitator:** Curt Bertelsen Mary Andrade **Certificate**: Professional Growth Hours (hours will reflect collaboration hours spent)	**Workshop Description:** The Professional Development department at Pima JTED will gladly host events for all teachers within a CTE Program to come together for the purpose of collaboration. (Example: Construction Collaboration Day) Pima JTED will facilitate the day and handle registration and certificates. The agenda for the day will be developed by the teachers through their JTED – Wide Advisory Committees. Each JTED-Wide Advisory Committee Facilitators (usually a CTE Director) will bring the proposal forward at the monthly CTE Director's Meeting for approval.	**Date:** By request - Please contact Mary Andrade at mandrade@pimajted.org ATTENTION: CTE Directors may schedule this workshop with date, location and time negotiable. Upon the recommendation of the Pima County JTED- Wide Advisory Committee Facilitator and the approval of the CTE Directors, they will work with Mary Andrade to schedule this workshop date, location and time.

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