



## CTE EDUCATOR PREP COMMITMENT

County: \_\_\_\_\_

This commitment is shared between the county school district and the recently hired CTE teacher to complete, for the mutual benefit of the employer and employee, the CTE Educator Prep program.

### Roles of the County Administration

The county school district commits to assisting the CTE teacher in successfully completing the CTE Educator Prep program, encompassing the following:

- » Guide, direct, and support the CTE teacher in accomplishing all online coursework with proficiency. (if applicable)
- » Extend opportunities for collaborative engagement among colleagues.
- » Offer professional interaction and feedback regarding instructional practices.
- » Arrange for a substitute instructor to enable the CTE teacher to attend the face-to-face professional development sessions.
- » Provide the travel expenses related to in-person CTE Educator Prep professional development trainings.
- » Ensure the CTE teacher achieves a passing score on the NOCTI Employability Exam.
- » Support the CTE teacher with completing and passing the NOCTI Content and Performance Assessment requirements, if applicable.
- » Verify that the CTE teacher holds the required industry credential, if applicable.

### Roles of the CTE Teacher Participant

The CTE teacher undertakes the commitment, dedication, and responsibility of fulfilling all the requirements of completing the CTE Educator Prep program, which includes the following components:

- » Allocate the necessary time and efforts to successfully complete the online coursework.
- » Acquire feedback from administrators on teaching and learning practices.
- » Collaborate with experienced educators to gain valuable insight and support around the teaching profession.
- » Attend in-person professional development sessions designed to enhance teaching abilities.
- » Participate in virtual mentoring sessions aimed at equipping new CTE teachers with the essential skills and knowledge needed for success in teaching.
- » Accountable for scheduling and passing the NOCTI Employability Exam and/or the NOCTI Content and Performance Assessments and if required, must obtain or hold the appropriate industry credential.
- » Should the CTE teacher fail to meet the necessary criteria of the CTE Educator Prep program, the ongoing employment within the county school district may be at risk.

### Roles of the WVDE CTE Mentor

The CTE teacher mentor is dedicated to offering continuous guidance and induction-style professional development centered around CTE practices and instructional planning, to consist of:

- » Educate participants on the process of effectively arranging the CTE classroom, ensuring inclusion of necessary equipment and addressing safety.
- » Instruct the CTE teachers on program specific topics such as: credentials, embedded credits, etc
- » Schedule to perform two classroom visits during the one-year mentorship.
- » Ensure that the CTE teacher has a clear understanding of the teaching standards.
- » Organize and conduct virtual collaborative sessions.
- » Establish the expectations of Simulated Workplace and ensure a thorough comprehension of the twelve protocols.
- » Facilitate various in-person professional development trainings.

#### CTE Teacher:

Printed Name	Signature	Date
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#### County Administration:

Printed Name	Signature	Date
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#### Mentor:

Printed Name	Signature	Date
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\*WVDE further advises that a local mentor be designated to provide on-site assistance to the new teacher in terms of support, school expectations, and county procedures. CTE funds may be utilized to stipend this mentor.