

**PIMA JTED
PROFESSIONAL DEVELOPMENT
COURSE OFFERINGS**

PDHUB

**WHERE EDUCATORS CONNECT
POWERED BY PIMA JTED**



2018 - 2019





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Table listing various sessions and courses with page numbers, including sections for Professional Knowledge Coursework, Professional Knowledge Courses, and Workshops.

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 to speak with Pima County JTED Professional Development Department.



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.

Certification Help Session

Instructor: Curt Bertelsen

For: Provisionally Certified CTE Teacher or any interested person.

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?

Do you have a Standard Certificate with Deficiencies?

Come and learn everything you need to know regarding YOUR certification.

NOTE: Please bring a copy of your Provisional/Standard CTE Teaching Certificate if you have one.

Dates: July 9, 2018

August 21, 2018

January 29, 2019

Location:

Pima County JTED @ Master Pieces
2855 W. Master Pieces Dr.
Building 1, PD Classroom
Tucson, AZ 85741

Time: 3:30 p.m. – 4:30 p.m. each day



Professional Knowledge Coursework

Pima JTED's Premier Program Series

Professional Knowledge Courses

Important Notice: Effective Spring of 2018 the Arizona Department of Education Certification Office no longer issues provisional CTE teaching certificates. In lieu of provisional CTE teaching certificates they now issue standard CTE teaching certificates but with deficiencies. Prior to 2018 standard CTE teaching certificates were not issued with deficiencies. So, this is simply a name change but it has no impact on the requirements – they remain in place

Provisionally Certified Teachers/Standard Certified CTE Teachers with deficiencies are both required to take a certain number of “Professional Knowledge” courses. On your 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 (seat hours) courses earns one semester hour of credit.

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 Teacher 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.

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 520-209-1830 to speak with Mary Andrade.



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.

OPTION B

The following course is designed for fully certified high school teachers (math, English, etc.) who also want to become certified to teach CTE. These teachers must possess a valid non-CTE Arizona Teaching Certificate and will become certified through "Option B". You may access the Requirements for Career and Technical Education Certificates by following this link <https://cms.azed.gov/home/GetDocumentFile?id=57a5f2d5aadebe02a4f4f3be>

Course:
Methods of Teaching Career and Technical Education

Instructor: Curt Bertelsen

For: Academic Teachers Pursuing CTE Certification

ADE Credit Available: Yes
3 Semester Hour (SH) Credit Requirement: 5 days

Course Description:
The first two days of this course is an introduction to the design and use of CTE curriculum. In this highly engaging course teachers will focus on the design and delivery of relevant and engaging lessons. Special emphasis is placed on writing clear, aligned and measureable objective(s), a variety of methods for structuring learning to meet objective(s), incorporation of active participation strategies, developing a strong introduction to each lesson, and closure to assess learning. These strategies will be woven and modeled throughout the entire course. All participants who complete both days of this training will receive password-protected access to the AZ CTE Curriculum Consortium with its bank of outstanding lesson plans and/or other valuable resources for CTE programs written by Arizona CTE teachers. This course is excellent for

every teacher! Ace your next evaluation!
Days three and four of this course teachers will enhance classroom management skills by developing rules, procedures and routines that are aligned to their content and environment. We will consider the philosophy of "Discipline with Dignity" to ensure that you possess discipline strategies that are highly effective without escalating disruptive student behavior. Participants will evaluate how a course syllabus serves as a powerful communication tool between teacher and students and leave with a draft that defines your procedures, routines, classroom rules and consequences.
On the final day of this course we look at what constitutes an "approved program. In this course participants will learn what is required to ensure that a 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 achieve premier program status!

Summer 2018 (*with one Fall date)
Dates: July 9 and 10, 2018
July 11 and 12, 2018
*October 3, 2018
(all 5 days required)
Time: 8:00 a.m. – 3:30 p.m. each day with a 30-minute lunch

Fall 2018
Dates: August 21 and 22, 2018
September 13 and 14, 2018
October 3, 2018
(all 5 days required)
Time: 8:00 a.m. – 3:30 p.m. each day with a 30-minute lunch

Spring 2019
Dates: January 29 and 30, 2019
February 26 and 27, 2019
April 4, 2019
(all 5 days required)
Time: 8:00 a.m. – 3:30 p.m. each day with a 30-minute lunch

Location:
Pima County JTED @ Master Pieces
2855 W. Master Pieces Dr.
Building 1 / PD Classroom
Tucson, AZ 85741

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 to speak with Pima County JTED Professional Development Department.



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.

OPTIONS A, C, and F

The following series of courses is designed for 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” OR come from Industry with 5 years of full time work experience plus a degree or credential. You may access the Requirements for Career and Technical Education Certificates by following this link

<https://cms.azed.gov/home/GetDocumentFile?id=57a5f2d5aadebe02a4f4f3be>

Professional Knowledge Courses

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

<p>Course: Instructional Best Practices</p> <p>Instructor: Curt Bertelsen</p> <p>For: Provisionally Certified CTE Teacher and any Standard Certified CTE Teacher</p> <p>ADE Credit Available: Yes 1 Semester Hour (SH) Credit</p> <p>Requirement: 2 days</p>	<p>Course Description:</p> <p>This course is an introduction to the design and use of CTE curriculum. In this highly engaging course teachers will focus on the design and delivery of relevant and engaging lessons. Special emphasis is placed on writing clear, aligned and measureable objective(s), a variety of methods for structuring learning to meet objective(s), incorporation of active participation strategies, developing a strong introduction to each lesson, and closure to assess learning. These strategies will be woven and modeled throughout the entire course. All participants who complete both days of this training will receive password-protected access to the AZ CTE Curriculum Consortium with its bank of outstanding lesson plans and/or other valuable resources for CTE programs written by Arizona CTE teachers. This course is excellent for every teacher! Ace your next evaluation!</p>	<p>Summer 2018 Dates: July 9 and 10, 2018 (two-day course)</p> <p>Fall 2018 Dates: August 21 and 22, 2018 (two-day course)</p> <p>Spring 2019 Dates: January 29 and 30, 2019 (two-day course)</p> <p>Location: Pima County JTED @ Master Pieces 2855 W. Master Pieces Dr. Building 1 / PD Classroom Tucson, AZ 85741</p> <p>Time: 8:00 a.m. – 3:30 p.m. each day with a 30-minute lunch</p>
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Course:
Effective Classroom Teaching

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:
Would you like to improve your classroom delivery? This course will focus on the six basic components of a lesson and how to effectively deliver the lesson. During the class a demonstration lesson will be taught by the participant and observed by a coach. The coach will guide the teacher by debriefing the lesson and assisting the teacher in setting future goals. Each participant will have planning time, teach a lesson and have the opportunity to be coached. Join us for a safe place to hone your skills.

Summer 2018
Dates: July 19 and 20, 2018
(two-day course)

Spring 2019
Dates: February 6 and 7, 2019
(two-day course)

Location:
Pima County JTED @ Master Pieces
2855 W. Master Pieces Dr.
Building 1 / PD Classroom
Tucson, AZ 85741

Time: 8:00 a.m. – 3:30 p.m. each day
with a 30-minute lunch

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. In this course, teachers will engage in the four-step demonstration method, which gradually transitions the learning of a new skill from teacher to student, through effective modeling, guided instruction and independent practice. 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. An added bonus is that students complete the new skill in a safe and supportive environment. Come and learn this four-part demonstration method!

Fall 2018
Date: November 15, 2018
(one-day course)

Spring 2019
Date: April 23, 2019
(one-day course)

Time: 8:00 a.m. – 3:30 p.m. each day
with a 30-minute lunch

Location:
Pima County JTED @ Master Pieces
2855 W. Master Pieces Dr.
Building 1 / PD Classroom
Tucson, AZ 85741

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<p>Course: Grading and Assessments</p> <p>Instructor: Curt Bertelsen</p> <p>For: Provisionally Certified CTE Teacher and any Standard Certified CTE Teacher</p> <p>ADE Credit Available: Yes 1 Semester Hour (SH) Credit</p> <p>Requirement: 1 day plus homework</p>	<p>Course Description: How should students in CTE be assessed? How do we set up a fair grading system for both teachers and students? This course is designed to look at the wide variety of options that address both of these questions so that you can establish your own philosophy for grading, and identify fair and appropriate methods to assess student learning and progress in your program. Participants will engage with a variety of formative and summative assessment techniques and create a performance rubric aligned to program standards.</p>	<p>Fall 2018 Date: November 5, 2018 (one-day course)</p> <p>Spring 2019 Date: May 1, 2019 (one-day course)</p> <p>Location: Pima County JTED @ Master Pieces 2855 W. Master Pieces Dr. Building 1 / PD Classroom Tucson, AZ 85741</p> <p>Time: 8:00 a.m. – 3:30 p.m. each day with a 30-minute lunch</p>
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<p>Course: Technical Skills Assessments</p> <p>Instructor: Curt Bertelsen</p> <p>For: Provisionally Certified CTE Teacher and any Standard Certified CTE Teacher</p> <p>ADE Credit Available: Yes 1 Semester Hour (SH) Credit</p> <p>Requirement: 2 days</p>	<p>Course Description: Student Success on the Technical Skills Assessment Matters! Your school earns A-F points for students who complete a CTE program and pass the TSA. Our State Legislature now looks to TSA scores to determine if CTE programs should be funded. Successfully passing the TSA builds student's confidence to enter their chosen profession. Having students successfully pass the TSA will make you a rock star in the eyes of administrators and business partners! Teachers work with peers in same CTE Program area to create all of the materials needed for a fun, intense, competitive 8-15 day test preparation experience to help boost scores on the TSA significantly! We hope to see an increase in test scores of 15-30 percentage point as a result of designing a dynamic, competitive, fun experience for students as they prep for the TSA.</p>	<p>Summer 2018 Dates: June 4 and 5, 2018 (two-day course)</p> <p>Spring 2019 Dates: January 23 and 24, 2019 (two-day course)</p> <p>February 14, and 15 2019 (two-day course)</p> <p>Location: Pima County JTED @ Master Pieces 2855 W. Master Pieces Dr. Building 1 / PD Classroom Tucson, AZ 85741</p> <p>Time: 8:00 a.m. – 3:30 p.m. each day with a 30-minute lunch</p>
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Course:
Using Rubrics to Increase Student Success

Instructor: Cathy Carey

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:
CTE courses are performance-based. When teachers let students know exactly how their work will be evaluated, the students' level of performance always improves. Come and participate in a hands-on activity that uses a rubric, determine where the rubric made a positive difference in your performance, and then design a rubric for one of your own student projects with guided support and feedback. Bring the assignment for one of your student projects and your current grading criteria for that project with you to help get this practical day started.

Summer 2018
Date: June 7, 2018
(one-day course)

Fall 2018
Date: September 21, 2018
(one-day course)

Location:
Pima County JTED @ Master Pieces
2855 W. Master Pieces Dr.
Building 1 / PD Classroom
Tucson, AZ 85741

Time: 8:00 a.m. – 3:30 p.m. each day with a 30-minute lunch

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:
Developing a scope and sequence is an important first step in delivering an effective CTE program! In this hands-on course CTE teachers will have an opportunity to look at the overall scope of their program to identify what students need to know and be able to do in order to meet industry demands. You will examine your program standards and design a sequence of instructional units to assist you in getting students where they need to be. The final product? A scope and sequence that is designed specifically for your program by you!

Summer 2018
Dates: May 29 and 30, 2018
(two-day course)

Spring 2019
Date: April 18 and 19, 2019
(two-day course)

Location:
Pima County JTED @ Master Pieces
2855 W. Master Pieces Dr.
Building 1 / PD Classroom
Tucson, AZ 85741

Time: 8:00 a.m. – 3:30 p.m. each day with a 30-minute lunch

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If you need your Username or Password please contact Mary Andrade at mandrade@pimajted.org.

Course:
Lesson Plan 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 that allow you to walk into your classroom each day feeling fully prepared? This is a productive and hands-on course that will help you achieve that goal. Each teacher will review the components of an AZ CTE Curriculum Consortium lesson, complete a task analysis for one or more learning objectives, establish the measurement criteria, determine the number of lessons to be written for the unit of instruction and develop the first lesson in the unit. Participants will also engage in a conversation about the effective use of PowerPoint presentations for instruction and review copyright and fair use guidelines.

Dates: October 26 and 27, 2018
(two-day course)

Location:
Pima County JTED @ Master Pieces
2855 W. Master Pieces Dr.
Building 1 / PD Classroom
Tucson, AZ 85741

Time: 8:00 a.m. – 3:30 p.m. each day
with a 30-minute lunch

Course:
Serving Exceptional Students in CTE

Instructor: Sue Tillis

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:
This one-day course 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 exceptional students enrolled in CTE courses more effectively.

Date: September 6, 2018
(one-day course)

Location:
Pima County JTED @ Master Pieces
2855 W. Master Pieces Dr.
Building 1 / PD Classroom
Tucson, AZ 85741

Time: 8:00 a.m. – 3:30 p.m. with a
30-minute lunch

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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:
**Advanced Methods of Teaching
CTE**

Instructor: Cathy Carey

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:
This Course will support teachers' continuing development as outstanding teachers for CTE programs by examining their personal educational philosophy, instructional design, and methodology. Three major components comprise the course:
1. Examining Beliefs About Learning - developing your own personal philosophy about learning,
2. Motivating Adolescent Learners - designing a classroom that is especially effective for high school students, and
3. Ring of Fire - active participation strategies to use every day in your classroom. Instruction models active participation strategies and major components that are especially effective with adolescents. Each participant will receive their own "Ring of Fire" to utilize in their classroom.

Summer 2018
Date: June 6, 2018
(one-day course)

Fall 2018
Date: September 27, 2018
(one-day course)

Spring 2019
Dates: February 5, 2019
(one-day course)

April 6, 2019
(one-day course)

Location:
Pima County JTED @ Master Pieces
2855 W. Master Pieces Dr.
Building 1 / PD Classroom
Tucson, AZ 85741

Time: 8:00 a.m. – 3:30 p.m. each day
with a 30-minute lunch

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.

Professional Knowledge Courses

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

<p>Course: Classroom Management</p> <p>Instructor: Curt Bertelsen</p> <p>For: Provisionally Certified CTE Teacher and any Standard Certified CTE Teacher</p> <p>ADE Credit Available: Yes 1 Semester Hour (SH) Credit Requirement: 2 days</p>	<p>Course Description:</p> <p>In this course teachers will enhance classroom management skills by developing rules, procedures and routines that are aligned to their content and environment. We will consider the philosophy of "Discipline with Dignity" to ensure that you possess discipline strategies that are highly effective without escalating disruptive student behavior. Participants will evaluate how a course syllabus serves as a powerful communication tool between teacher and students and leave with a draft that defines your procedures, routines, classroom rules and consequences.</p>	<p>Summer 2018 Dates: July 11 and 12, 2018 (two-day course)</p> <p>Fall 2018 Dates: September 13 and 14, 2018 (two-day course)</p> <p>Spring 2018 Dates: February 26 and 27, 2019 (two-day course)</p> <p>Location: Pima County JTED @ Master Pieces 2855 W. Master Pieces Dr. Building 1 / PD Classroom Tucson, AZ 85741</p> <p>Time: 8:00 a.m. – 3:30 p.m. each day with a 30-minute lunch</p>
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<p>Course: Laboratory Safety and Management</p> <p>Instructor: Curt Bertelsen</p> <p>For: Provisionally Certified CTE Teacher and any Standard Certified CTE Teacher</p> <p>ADE Credit Available: Yes 1 Semester Hour (SH) Credit Requirement: 1 day + homework</p>	<p>Course Description:</p> <p>Are you ready for students in the lab? This course is designed to assist teachers develop a laboratory improvement plan including management, clean-up procedures, safety procedures, and meeting monitoring agency mandates. Participants will be introduced to a variety of techniques that will enable you to evaluate and manage your lab effectively and efficiently. 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.</p>	<p>Date: December 5, 2018 (one-day course)</p> <p>Location: Pima County JTED @ Master Pieces 2855 W. Master Pieces Dr. Building 1 / PD Classroom Tucson, AZ 85741</p> <p>Time: 8:00 a.m. – 3:30 p.m. each day with a 30-minute lunch</p>
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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.

Professional Knowledge Courses

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

<p>Course: Program Management</p> <p>Instructor: Curt Bertelsen</p> <p>For: Provisionally Certified CTE Teacher and any Standard Certified CTE Teacher</p> <p>ADE Credit Available: Yes 1 Semester Hour (SH) Credit Requirement: 1 day + homework</p>	<p>Course Description: What constitutes an “approved program”? In this course participants will learn what is required to ensure that a 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 achieve premier program status!</p>	<p>Fall 2018 Date: October 3, 2018 (one-day course)</p> <p>Spring 2019 Date: April 4, 2019 (one-day course)</p> <p>Location: Pima County JTED @ Master Pieces 2855 W. Master Pieces Dr. Building 1 / PD Classroom Tucson, AZ 85741</p> <p>Time: 8:00 a.m. – 3:30 p.m. each day with a 30-minute lunch</p>
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<p>Course: CTE Essentials</p> <p>Instructor: Curt Bertelsen</p> <p>For: Provisionally Certified CTE Teacher and any Standard Certified CTE Teacher</p> <p>ADE Credit Available: Yes 1 Semester Hour (SH) Credit Requirement: 1 day + homework</p>	<p>Course Description: The <i>CTE Delivery Model</i> is THE premier educational system for all students. CTE essentials will give you an overview of each of the four components of this outstanding model, and allow you time to process how you can incorporate each element into all of your instructional units as you plan your program’s calendar. It will also provide some insight into the many roles a CTE teacher plays in the course of any school day, where to find support to meet those expectations, and how to transition between each of them. CTE Essentials is truly a must have course for the teacher who is looking to build a strong program for students.</p>	<p>Summer 2018 Date: June 11, 2018 (one-day course)</p> <p>Spring 2019 Date: March 5, 2019 (one-day course)</p> <p>Location: Pima County JTED @ Master Pieces 2855 W. Master Pieces Dr. Building 1 / PD Classroom Tucson, AZ 85741</p> <p>Time: 8:00 a.m. – 3:30 p.m. each day with a 30-minute lunch</p>
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If you need your Username or Password please contact Mary Andrade at mandrade@pimajted.org.

Course:
CTSO New Advisor Training

Instructor: Curt Bertelsen

For: Recommended for teachers in their first, second or third year of advising

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:
Career and Technical Student Organizations (CTSO) will take your CTE Program to the next level! This course is designed for first, second and third year advisors who want to effectively manage a CTSO. During this course, advisors will discuss how to seamlessly integrate a CTSO into their curriculum, brainstorm fundraising opportunities, share strategies for conducting awards recognition functions and explore related legal and ethical considerations. Advisors will also be acquainted with CTSO resources available to them. Come and learn about the CTSO that YOU will be advising!

Date: September 17, 20187
(one-day course)

Location:
Pima County JTED @ Master Pieces
2855 W. Master Pieces Dr.
Building 1 / PD Classroom
Tucson, AZ 85741

Time: 8:00 a.m. – 3:30 p.m. with a 30-minute lunch

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 or Standard Certified CTE Teachers upon completion of *both* CTSO Beginning Officer Training *and* CTSO Advanced Officer Training in the same school year
OR

6.0 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.

Date: August 17, 2018
Location: JTED @ Master Pieces
Pima County JTED @ Master Pieces
2855 W. Master Pieces Dr.
Tucson, AZ 85741

Time: 8:30 a.m. – 2:30 p.m.

Date: September 5, 2018
Location: East Tucson
Pima County JTED @ Santa Rita
3951 S. Pantano Rd.
Tucson, AZ 85730

Time: 8:30 a.m. – 2:30 p.m.

Date: October 16, 2018
Location: North West Tucson
Pima County JTED @ Mountain View
3901 W. Linda Vista Blvd.
Tucson, AZ 85742

Time: 8:30 a.m. – 2:30 p.m.

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 to speak with Pima County JTED Professional Development Department.



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:
**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 or Standard Certified CTE Teachers upon completion of *both* CTSO Beginning Officer Training *and* CTSO Advanced Officer Training in the same school year

OR

6.0 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. 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.

Date: November 9, 2018
(one-day course)

Location:
Pima County JTED @ Master Pieces
2855 W. Master Pieces Dr.
Building 1 / PD Classroom
Tucson, AZ 85741

Time: 8:30 a.m. - 2:30 p.m.

Course:
Work-Based Learning

Instructor: Curt Bertelsen and
Stacey Rich

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:

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 that provide academic and professional growth opportunities for students. You will review workplace employability skills, youth labor laws and the associated forms, agreements, and guidelines that must be taken into consideration. After selecting the model that is most appropriate for your situation, you will develop a plan to implement this critical CTE component into your curriculum.

Date: October 24, 2018
(one-day course)

Location:
Pima County JTED @ Master Pieces
2855 W. Master Pieces Dr.
Building 1 / PD Classroom
Tucson, AZ 85741

Time: 8:00 a.m. – 3:30 p.m. with a 30-minute lunch

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 to speak with Pima County JTED Professional Development Department.



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If you need your Username or Password please contact Mary Andrade at mandrade@pimajted.org.

<p>Course: School-Based Enterprise</p> <p>Instructor: Curt Bertelsen</p> <p>For: Provisionally Certified CTE Teacher and any Standard Certified CTE Teacher</p> <p>ADE Credit Available: Yes 1 Semester Hour (SH) Credit Requirement: 1 day + homework</p>	<p>Course Description: This course is designed to help participants successfully develop and manage a school-based enterprise. Participants will analyze the key components of school-based enterprises and differentiate such from other forms of work-based learning. Participants will also identify the key elements necessary for planning and implementing a school-based enterprise. Finally, participants will develop a business plan for their proposed enterprise.</p>	<p>Date: March 2, 2019 (one-day course)</p> <p>Location: Pima County JTED @ Master Pieces 2855 W. Master Pieces Dr. Building 4 / PD Classroom Tucson, AZ 85741</p> <p>Time: 8:00 a.m. – 3:30 p.m. each day with a 30-minute lunch</p>
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<p>Course: Strategic Planning</p> <p>Instructor: Curt Bertelsen</p> <p>For: Provisionally Certified CTE Teacher and any Standard Certified CTE Teacher</p> <p>ADE Credit Available: Yes 1 Semester Hour (SH) Credit Requirement: 2 days</p>	<p>Course Description: A clearly defined strategic plan serves as a road map to get your CTE program where it needs to be! This course is designed to help participants develop a strategic/tactical with guided support through the analysis process, assistance with establishing goals, identification of strategies and use of metrics to measure success.</p>	<p>Summer 2018 Dates: May 30 and 31, 2018 (two-day course)</p> <p>Summer 2019 Dates: May 29 and 30, 2019 (two-day course)</p> <p>Location: Pima County JTED @ Master Pieces 2855 W. Master Pieces Dr. Building 4 / PD Classroom Tucson, AZ 85741</p> <p>Time: 8:00 a.m. – 3:30 p.m. each day with a 30-minute lunch</p>
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<p>Course: <i>Using Advisory Councils Effectively</i></p> <p>Instructor: Curt Bertelsen</p> <p>For: Provisionally Certified CTE Teacher and any Standard Certified CTE Teacher</p> <p>ADE Credit Available: Yes 1 Semester Hour (SH) Credit Requirement: 1 day + homework</p>	<p>Course Description: An energetic and involved advisory council can have a significant impact in helping your program and students achieve their goals! This interactive course is designed to ensure success in the formation and use of industry advisory councils. During this course you will learn how to form a committee, conduct useful advisory council meetings and use advisory council members for continuous program improvement.</p>	<p>Date: May 9, 2019 (one-day course)</p> <p>Location: Pima County JTED @ Master Pieces 2855 W. Master Pieces Dr. Building 1 / PD Classroom Tucson, AZ 85741</p> <p>Time: 8:00 a.m. – 3:30 p.m. with a 30-minute lunch</p>
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Course:
Designing Math Lessons for
Your Program

Instructor: Lee Jessen

1 Semester Hour (SH) ADE Credit
for Provisionally and any Standard
Certified CTE Teachers.
Requirement: 2 days

Course Description:
Do you need to deliver math
content to your students? Do you
need a little help developing these
lessons? This one-on-one
workshop is for you. Lee will help to
develop podcasts or traditional
lessons with your customization.
The math content can be anywhere
from basic skills to lessons based
on the Arizona College and Career
Ready Standards.

Date:
One-on-One or teams by request.
Please contact Mary Andrade at
mandrade@pimajted.org to register
and schedule instructor.

Course:
Math Podcasts for Automotive
Technology and Construction
Technology

Instructor: Lee Jessen

For: Auto or Construction teachers
who wish to deliver a math credit in
their program through podcasts created
by a highly qualified math teacher.

1 Semester Hour (SH) ADE Credit for
Provisionally and any Standard
Certified CTE Teachers.
Requirement: 2 days

Course Description:
Do you have a vision for delivering
math credit in your auto or construction
program? Has your board approved
math credit for your course and you are
wondering how to solve the highly
qualified math teacher issue? This one-
day course is designed to give you the
skills to deliver math lessons
customized to your program through
podcasts designed and delivered by a
highly qualified math teacher. You will
learn the strategies to effectively use
these podcasts and investigate the
materials provided with each podcast.
A follow-up classroom observation is
required.

Date:
One-on-One or teams by request.
Please contact Mary Andrade at
mandrade@pimajted.org to register
and schedule instructor.



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:
**Basic Instructional Technology
in CTE for PC Users**

Instructor: Alfred Martinez

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:
Terminology and file extensions?
Wireless connections, saving, virus
protection, opening attachments,
computer connections? Oh my! This
course covers a wide variety of topics
relating to the use of technology in an
educational environment. Learn how to
describe hardware and software
problems using the correct terminology
and assist students with using and
caring for technology equipment.
Explore strategies for improving your
communication with students and
parents via email, newsletters, websites
and social media apps. Review
professional netiquette and the
incorporation of programs/apps such as
Easy Bib, Google Hangouts and Docs to
engage learners and model appropriate
use of technology in the classroom.
Engage with the newly redesigned
Arizona CTE Curriculum Consortium
Wiki and other online resources
including: ADE website, NOCTI, explore
frequently used websites at JTED: The
CTE Wiki, CTSOs, AESOP, JOLT, CNA
Skills, Pima JTED.

Dates: July 18, 2018
(one-day course)

Location:
Pima County JTED @ Master Pieces
2855 W. Master Pieces Dr.
Building 2 / Computer Lab
Tucson, AZ 85741

Time: 8:00 a.m. – 3:30 p.m. each day
with a 30-minute lunch

Course:
Technical Reading

Instructor: Cathy Carey

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:
Your CTE classroom truly is the key to
meaningful application of the current
career and college readiness
standards. This course will give you
specific examples where Arizona's
Common Core standards for Technical
Literacy already exist in your CTE
program, it will provide opportunities for
you to incorporate additional standards
into your lessons, AND it will give you
strategies to take back to your
classroom to increase your students'
ability to read difficult technical
information more effectively. Come
find out why CTE really is a powerful
driver for creating literate employees
for our 21st century workforce.

Dates: January 15 and 16, 2019
(two-day course)

Location:
Pima County JTED @ Master Pieces
2855 W. Master Pieces Dr.
Building 1 / PD Classroom
Tucson, AZ 85741

Time: 8:00 a.m. – 3:30 p.m. each day
with a 30-minute lunch

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Registration: To begin, log into PD HUB using your Username and Password. (PD Hub link: pdhub.pimajted.org)
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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:
**PowerTeacher Pro for
 Instructors**

Instructor: TBD

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.

Creating PowerPoint
 Presentations

Instructor: Lee Jessen

For: Support Staff and Teachers

Certificate: 2 Professional Growth
 Hours

Workshop Description:

This two-hour workshop will focus on how to create a PowerPoint and its best practices. Guidelines for PowerPoints will address topics such as font size and style, key terms, amount of text and others. Technical aspects of creating a PowerPoint will include adding text and pictures, tables, and layout. Participants will create a PowerPoint for use in their classroom.

Date: August 10, 2018

Location:

Pima County JTED @ Master Pieces
 2855 W. Master Pieces Dr.
 Building 1 / PD Classroom
 Tucson, AZ 85741

Time: 8:30 a.m. – 10:00 a.m. with a 30-minute lunch

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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.

Workshop:
Google Gmail: Basics

Instructor: Abel Vazquez

For: Support Staff and Teachers

Certificate: 2 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: COMING SOON ON LINE

Contact:
Mary Andrade
mandrade@pimajted.org
Or
Abel Vazquez
avazquez@pimajted.org

Workshop:
Google Drive: Basics

Instructor: Abel Vazquez

For: Support Staff and Teachers

Certificate: 2 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: COMING SOON ON LINE

Contact:
Mary Andrade
mandrade@pimajted.org
Or
Abel Vazquez
avazquez@pimajted.org

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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.

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: August 24, 2018

Location:
Pima County JTED @ Master Pieces
2855 W. Master Pieces Dr.
Building 2 / Computer Lab
Tucson, AZ 85741

Time: 8:00 a.m. – 10:00 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.



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.

Workshop:
Collaboration Day

Instructor: Curt Bertelsen
Facilitator: 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.