

**Tools for Teachers** is a multi-level training program designed to give teachers the additional enhancement tools for continued success in the classroom. The multi-level structure of Tools training promotes continuous professional development by offering training opportunities to teachers at all stages of their careers.

The goals of Tools for Teachers include:

- Improving teacher effectiveness
- Improving student achievement
- Increasing retention of highly qualified teachers
- Sustaining high quality instruction
- Developing top-notch career tech programs

To achieve these goals, Tools for Teachers offers training on “best practices” and new trends in:

- Classroom management
- Lesson planning and instructional strategies
- Grading practices
- Curriculum design and pacing
- Technology in the classroom

Training is delivered in a workshop setting through presentations, group cooperative activities, software application training, and field trips. Training is presented by TTC staff and outside guest speakers.

Ideally, a teacher would begin the Tools for Teachers program upon employment at TTC and follow the training through all levels.

### **Tools for Teachers I**

*Targeted Participants:* Teachers new to TTC

*Description:* Tools for Teachers I is presented as a three-day summer workshop for teachers who have zero to one year in the classroom. This level of training focuses on preparing teachers for their first experiences in the TTC classroom. Topics covered include: developing grading and discipline plans, classroom organization and time management, lesson planning and pacing, and creating a program syllabus. Harry K. Wong’s *First Days of School* and Leo Meyer’s *Teach!* are provided as resources.

### **Tools for Teachers II**

*Targeted Participants:* Teachers who have taught at TTC for one or two years; training is also open to experienced teachers interested in the training topics offered.

*Description:* Tools for Teachers II provides a la carte training opportunities from which teachers can pick-and-choose. Training is offered in theme days, including: Classroom Management, Instructional Methodology, Assessment & Grading, and Technology. This level of training allows teachers to reflect on their performance the



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previous year and collaborate with colleagues to develop new skills and techniques. Teachers complete 16 hours of training during these summer workshops.

### **Tools Just-in-Time**

*Targeted Participants:* Teachers who participated in Tools for Teachers I

*Description:* Tools Just-in-Time is presented as a pull-out program during the school year. Information on pertinent topics is presented right when teachers need it. These periodic, full-day workshops focus on topics such as progress reports and grading, Career and Technical Student Organization contests, technology tools, advisory committees, and student competency testing.

### **Master Teacher Training**

*Targeted Participants:* Experienced teachers at TTC

*Description:* Master Teacher Training provides varied training opportunities throughout the school year. This level of training is typically delivered by external presenters and experts-in-the-field. Experienced teachers are given the chance to refine and improve their teaching methods while learning new classroom trends. They are also encouraged to develop skills to enable them to share their expertise with beginning teachers in the District. Previous Master Teacher Training offerings have include sessions on coaching/mentoring, learning styles, and incorporating creative classroom activities.

