PROFESSIONAL DEVELOPMENT SERIES FOR NOVICE AGRICULTURAL EDUCATORS OF KANSAS

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I. BACKGROUND, NEED FOR PROGRAM AND OBJECTIVES

Background:
The increasing shortage of agricultural education instructors in Kansas proves that it is vital we increase the retention rate of teachers in our profession. In the past, a program has been in place however, it simply does not meet all of the needs a novice teacher has. A solid program includes interaction with the novice teachers not only in group meetings but also one-on-one in their programs.

In addition, the dynamics of a new professional in Kansas Agriculture Education have changed. Five years ago, a vast majority of our new teachers graduated with an agricultural education degree from Kansas State University. Currently, we are serving novice teachers who are not only recent Kansas State University graduates, but graduates from other universities, and various backgrounds and experiences.

The following is a proposal to increase the effectiveness of the current novice teacher program with the intent of retaining more teachers in the profession. The ideas have been gathered over the past year during meetings of peers and other professionals. Research has also been conducted by other states regarding the needs of novice teachers and the programs that exist.

Overview:
The KAAE Mentoring Program is designed to support new Agricultural Education teachers during their first year of teaching. Mentors would provide mentees with information as it relates to the three components of Agricultural Education: Classroom/Lab Instruction, FFA (Leadership Experiences), and SAE (Work Experiences).

Objectives:
The specific objectives of the KAAE Mentoring Program include:

- Improving the retention rates of Agriculture Education teachers in Kansas
- Improving the overall quality of Agricultural Education teachers in Kansas
- Build positive, dependable, and supportive relationships among new and experienced teachers in Kansas
- Provide new teachers with access to information that will assist them with managing, planning and conducting Classroom/Lab Instruction, FFA activities, and SAE programs
II. PROGRAM OUTLINE

Prior to Summer Conference novice teachers and their administration are contacted by a phone call from the KAAE novice teacher program coordinator upon joining the profession. A letter and informative brochure about the Kansas Novice Teacher Program are sent to the teacher and administrator as soon as they are hired.

**Summer Conference – Sunday 1:00 pm**

a. The inaugural meeting of the Novice Teachers
   i. Welcome Activity
   ii. Introductions – teacher will need to also bring contact information for school.
   iii. Up-date from KSDE
       1. receive log-in for ag teachers directory
       2. receive log-in for Moodle
       3. explore the KAAE on-line teacher “photo” directory
       4. Time will be provided for them to actually log-on and tour ag teacher directory and Moodle.
   iv. Up-date from KS FFA
       1. Preview dates for the coming year.
       2. Preview POA (sample provided)
       3. Preview Roster
       4. National Convention Questions?
   v. Up-date form KSU AG Ed
   vi. Up-date from KAAE
       1. Importance of professional association involvement
       2. Committee Involvement
   vii. Answer Burning Questions
   viii. Develop plans for the 1st day of school
   ix. Assessment of personal and program needs
   x. Receive Gifts
      1. FFA Manual
      3. Ag Explorations Curriculum & CD
      4. Copy of State Curriculum Profiles
      5. Copy of their program’s curriculum profiles from KSDE
      6. Go Find it Sheet…a sheet to help them identify important data for their program
      7. LifeKnowledge CD & PowerPoint’s
      8. FFA Posters
      9. Treasures from other Teachers (Notebook)
      10. Sample POA, Constitution, and National Chapter Application.
   xi. Meal provided by RiverStar Farms?
      1. Introduction of Mentors
      2. Match Mentors with Mentees
**Summer Conference  Sunday 1:00**

Mentor Training (see mentor job description attached sheet)

i. Reflect on “What I expect from a Mentor”
ii. What is a Mentor?
iii. Overview of Novice Teacher Program
iv. Role of Mentors
v. Expectations of Mentors
vi. Matching Mentors to Novice Teachers
vii. Meal provided by SPONSOR?

**Novice Teacher Meeting**

Manhattan, KS  2\(^{nd}\) Monday of October  9:00-2:30

a. Welcome – develop connections to summer conference.
b. Up-dates – time for up-dates from KSDE, KS FFA, KSU AG ED.
   - General Questions?
   - Review Novice Teacher program objectives
   - Survey interaction with mentors
   - Reflect on “Reflections on Planning…a novice teacher’s prospective”

c. Novice teachers share information on at least four of the posters located around the room.
   Tear sheets posted around the room with the following topics…
   - I wish I would have known…
   - I would like to learn…
   - I struggle with…
   - I am successful with…
   - The best resource I have found is…
   - My most positive experience was…
   - My most frustrating experience was…
   Vote on those they agree with the most using colored dots.
   Discussion
d. Eyewitness news moment:
   Select an item you would like to become an expert in. Gather information from other “experts” in the room on this topic. Be prepared to share your topic and expertise with the class. Allow time for teachers to interview each other on their area of expertise.
e. Solutions for common hurdles
   -How do you plan for a substitute? Provide Pre-sub/Post-sub check-sheet
   -How do I manage My Time?
   -E-moments, a solution to student engagement
   -Methods of Organization
f. Lunch at Pizza Hut Buffet
g. National FFA Service and opportunities
-Core Resources  
-National FFA Convention  
-Professional Development Resources  
h. Solutions for common hurdles cont.  
-Experience Scenarios- Discipline Derby, working with administrations, alumni etc.  
i. [www.getunstuckandgetgoing.com](http://www.getunstuckandgetgoing.com) Action Acceleration plan  
j. Preview of December program and Ag Ed Symposium  
k. All teachers receive item from the core catalog (substitute teacher plans)  

**Novice Teacher Retreat**  
Salina KS, 1st Weekend of December  
Friday 5:00 pm – Saturday 5:00 pm  

a. Introductions and check-up activity  
b. 6:00 pm Catered Meal  
c. 7:00 pm Rotational Workshops – Focus is on ME  
   i. Personal Finance  
   ii. Time Management  
   iii. Continuing Education Opportunities  
d. 9:00 Social Activity  
e. 7:30 Breakfast  
f. 8:00 Welcome – Focus is on PROGRAM DEVELOPMENT  
   i. FFA  
   ii. SAE – What do I do?  
   iii. Classroom – directions, language  
g. 12:00 Lunch  
h. 1:00 Welcome of Afternoon Session – Focus is on CURRICULUM  
   i. Experience Labs – experience three labs, leave with information ready to go  
   ii. LifeKnowledge – integration in to the classroom  
   iii. Integrating core curriculum into the classroom, how can I help the school meet testing goals?  
   iv. Course and Curriculum Planning – what do I teach when??  
   i. 3:00 Sharing – Novice teachers bring “their best” and share with other teachers. Could be their best lesson, project, and lab etc. Encourage ideas unlimited.  
   j. 5:00 – Send-off – receive and item for the core.

**Ag Ed Symposium**  
Thursday 1:00 p.m.  
a. Welcome  
b. Career Panel  
c. Integration Strategies  
d. Solutions for hurdles in the spring…greenhouse, curriculum planning, shop plans
e. Award Opportunities (dates & deadlines), SAE Visits, Record Book Questions
f. 3:00 – Meeting w/ mentors
   i. Strengths and goals
g. Gift from the core catalog for novice teachers and mentors

Novice Teacher Meeting
Manhattan, KS  1st Monday of March  9:00-2:30
a. Welcome
   Rotational Workshops – bring in experts from the profession
   1. Summer Planning
   2. Requests for next year
   3. State FFA Events & preparations
b. Tour of KSU facilities for KS FFA Events
c. Lunch
   Rotational Workshops – experts from the profession
   1. Kansas Performance Assessment Portfolio
   2. Serving the Profession – giving back.
d. Celebration
   1. Gift from the core catalog
III. MENTOR JOB DESCRIPTION

What is a Mentor?

A mentor is a wise and trusted counselor and teacher for others. One who is highly regarded in their profession and serves those entering the profession.

Expectations of the Mentor Program –

- Attend Summer Conference and Ag Ed Symposium including the Mentor training meetings prior to each conference.
- Contact mentee by phone once a week for the first month and once a month after using the recommended topics provided.
- Complete one day long visit at the mentee’s school each semester (2 days total)
- Host mentee at your school for a day long visit once each semester (2 days total).
- Share personal and program resources with mentee.
- Send reminders prior to important dates and events.
- Provide support and assistance with job performance, positive and constructive feedback.

Criteria to become a Mentor

- Member of KAAE
- Be a tenured instructor of Agricultural Education
- Teach in an Approved Program
- Have the desire to grow and learn personally
IV. MENTOR ROLES AND RESPONSIBILITIES

Position Summary
Experienced Kansas Agricultural Education Instructors may apply for this one-year renewable term position. Mentor’s must complete KAAE Mentor Training at the KAAE Summer Conference and attend other required events.

Compensation
Several recognition activities and benefits are available pending the successful completion of the mentoring role. If secured, money will be provided to reimburse expenses that may be incurred.

Required Qualifications
- Tenure as a teacher of Agricultural Education
- KAAE Member
- Complete KAAE Mentor Training Program
- Understand mentor responsibilities and commitments

Recommended Qualifications
- Working in the same district as the mentee

Skills and Abilities
- Maintain a passion for mentoring; helping other succeed through the collaboration of ideas.
- Open-minded and tolerant of new ideas
- Able to identify areas of concern and problem solve with mentee
- Demonstrate coaching skills to aid the mentee
- Execute follow-up as needed with the mentee

Required Job Functions
- Attend mentor/mentee required events.
- Become familiar with mentee’s curriculum/courses
- Share best practices
- Provide timely meetings for items of local interest. Examples: banquet, budget, fair, classroom management, competitions etc.
- Initiate timely contacts
- Assist with local and state networking
- Provide feedback to the mentee
- Maintain confidentiality
- Complete program evaluations and activity notes.
V. MENTEE ROLES AND RESPONSIBILITIES

Position Summary
First year Kansas Agricultural Education Instructors are invited to participate in this program. Mentees share and confide in mentors throughout their partnership. Mentees willingly accept advice from mentors, as well as actively self-motivate themselves to seek advice and share experiences.

Value
While mentees do not receive tangible compensation for partnering in this program, the intangible benefits received are unlimited. As mentees gain knowledge from mentors, they will discover valuable enhancements to their programs and networking opportunities.

Required Qualifications
- Must be a KAAE member
- Understand mentee responsibilities and commitments

Recommended Qualifications
- Work in the same district as the mentor

Skills and Abilities
- Maintain a passion for learning though collaborating with others
- Open-minded and tolerant of new ideas
- Able to identify area of concern and problem solve with mentor
- Execute follow-up as needed with the mentor
- Respect mentor’s time
- Accept assistance willingly

Required Job Functions
- Attend required events including novice teacher meetings and mentor/mentee meetings as scheduled
- Generate a list of questions to bring to meetings
- Become familiar with mentor’s curriculum/courses
- Share best practices questions successes and failures with mentor
- Reply to mentor contacts in a timely manner and initiate contact with the mentor as needed
- Maintain confidentiality
- Complete program evaluations
## VI. MENTOR/MENTEE SCHEDULE OF EVENTS

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<tr>
<th>Month</th>
<th>Activities</th>
<th>Topics</th>
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<tr>
<td><strong>Spring</strong></td>
<td>Mentor Teacher applications due in January</td>
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<td></td>
<td>Mentee’s Contacted as Hired</td>
<td>Phone Call and Letter with program brochure send to Mentee and their School district</td>
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<td>Mentor/Mentee Matches Made</td>
<td>Mentor contacts Mentee in Summer Welcoming them to profession and discusses value of attending summer conference.</td>
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| **August** | 1:00 Novice Teacher Induction @ KACTE Summer Conference | o Up-dates – KSDE, KS FFA, KAAE  
o 1st Day of School ideas  
o Tools for the Trade and Welcome Gifts  
o KS AG ED Web-sites & log-ins |
| | 1:00 Mentor Training | o Overview of Program  
o Roles and Expectations  
o Program Timeline |
| | 5:00 Mentor/Mentee Dinner | o Meet your Mentor/Mentee |
| | Summer Conference – KAAE Mtg. | o Mentor introduces Mentee and tells about them |
| | Discussion Topics | o POA  
o Time Management |
| **September** | Mentor, day long visit at Mentee’s School | o Curriculum – Am I teaching the right Material? What do I teach now?  
o Classroom Environment |
| | Discussion Topics | o National Convention Planning  
o Roster Submission  
o Communicating with Parents (P/T Conferences) |
| **October** | Novice Teacher Meeting | o Share successes and Struggles  
o Solutions for Common hurdles – Student Management, Organization and substitutes  
o National FFA Services |
| | Discussion Topics | o Fundraising |
### November

| Mentee day long visit to Mentor’s School | Observations  
Topics selected by Mentee – what do you need help with? |
|-----------------------------------------|--------------------------------------------------|
| **Discussion Topics**                   | Motivation – Why do we teach?  
Share success stories |

### December

| 1<sup>st</sup> Weekend | Novice Teacher Retreat | Personal Finance, insurance and education  
Program Development – FFA, SAE, Classroom  
Curriculum  
Exchange of ideas |
|-------------------------|------------------------|--------------------------------------------------|
| **Discussion Topics**   | What worked, what did not?  
Reflection on 1<sup>st</sup> Semester  
Changes for 2<sup>nd</sup> Semester |

### January

| 4th Thursday  
1:00 Novice Teacher Meeting @ Ag Ed Symposium | Career Panel – Advice from the experts  
Integration strategies  
Solutions for common hurdles |
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<tr>
<td>3:00 Mentor/Mentee Meeting</td>
<td>Goals for the semester</td>
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| **Discussion Topics**                        | National FFA Week  
SAE Programs and Record Books |

### February

| Discussion Topics | Recruiting for FFA  
Course offerings for next year |
|-------------------|--------------------------------------------------|
| Mentor Visit Mentee’s School | Areas of improvement  
Areas for growth |

### March

| 1<sup>st</sup> Monday | Novice Teacher Meeting | Summer Planning  
Requests for next year  
State FFA Events  
Kansas Performance Assessment (portfolio)  
Serving the profession |
|-----------------------|------------------------|--------------------------------------------------|
| **Discussion Topics** | State CDE’s  
State FFA Convention  
Spring Planning – how to manage the schedule |

### April

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<tr>
<th>Mentee Visit Mentor’s School</th>
<th>Exchange of ideas</th>
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<tr>
<td><strong>Discussion Topics</strong></td>
<td>Continuing Education Opportunities</td>
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<tr>
<td>May</td>
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|     | Annual Report  
|     | Next Year’s Requests |
| Discussion Topics | Summer Conference Registration  
|                   | Summer Contract Planning  
|                   | Summer Student leadership training |
| Program Evaluation | Complete the program evaluation & Submit. |

*Is there some type of celebration or recognition for the completion of the year?*
VII. FUNDING

**Funding:**
The novice teacher program is seeking funding. At the minimum, expenses would have to be covered for teachers enrolled in the program. Currently, we do not have a source of funding for a coordinator of this program. Estimated costs may include the following for each teacher:

**Conference Costs:** $300.00
- May or may not be included in the package
- Summer Conference Registration: $200.00
- Ag Ed Symposium Registration: $100.00
  - Total Conference Costs: $300.00

**Hotel Expenses:** $285.00-$525.00
- May or may not be included in the package. If included would require multiple occupancy in rooms.
  - Summer Conference: $300.00 single occupancy $150.00 double occupancy
  - December Retreat: $75.00 single occupancy $40.00 double occupancy
  - Ag Ed Symposium: $150.00 single occupancy $75.00 double occupancy
  - Total Hotel Costs: 525.00 or $285.00

**Program Costs:** 425.00/teacher/year
- October meeting meal: $25.00
- December Retreat: $75.00
- March Meeting: $25.00
- Mentor Expenses: $300.00 (two days of a sub and mileage)
- Curriculum and Core Resources Provided to teachers at meetings: $200.00

Costs per novice teacher enrolled would range from $425.00 - $1010.00 depending on what is included in the package.

**Sources of Funding:**

**Coordinator Costs:** up to $1,500 (KAAE)

**Enrollment Fee:** $100.00/Mentee (used to cover some coordinator costs)

**Potential Funding for other parts of the program:**
- Sponsorships of meal and/or curriculum gifts
- Kansas FFA Foundation
- “Check-off” on KAAE membership dues
VIII. NOVICE TEACHER COORDINATOR
JOB DESCRIPTION

What is a Novice Teacher Coordinator’s Job?
This coordinator will combine the efforts and resources provided to the Novice teacher program by volunteers, sponsors, and Kansas Agricultural Education related organizations.

Duties of the Novice Teacher Program Coordinator –
- Contact Novice Teacher as they are hired and share information about the program.
- Contact Administration where a Novice Teacher will be teaching and share information about the program.
- Identify and recruit Mentors with the help of the KAAE Standing Committee.
- Coordinate the four Novice Teacher Meetings
- Train the Mentors
- Serve as a resource to Mentors and Mentees
- Publish a monthly informative document for Mentors and Mentees that includes teaching tips and agricultural education related dates and information.

Criteria to become a Novice Teacher Coordinator
- Member of KAAE
- Be a tenured Instructor of Agricultural Education
- Teach in an approved Program
- Approval from local School district

Use of Funds:
The novice teacher coordinator will receive a $500 annual stipend for their time and efforts to coordinate the events.

The program will have a $1000, annual budget to pay for expenses of the coordinator to attend the meetings and to cover materials distributed to the mentors and mentees.