



OKLAHOMA DEPARTMENT OF CAREER
AND TECHNOLOGY EDUCATION

July 1, 2023

MEMORANDUM

TO: Agricultural Education New Teachers

FROM: Scott Nemecek, State Program Administrator

SUBJECT: New Teacher Academy

We are completing plans for this year's New Teacher Academy. Our 2023 academy will begin on July 25th & 26th, 2023 from 8:30 a.m. to 11:30 a.m. and 1:00 - 4:30 p.m. both days. New Teacher Academy activities are designed to introduce you to the *CareerTech* system and provide you with the fundamentals you need to begin your teaching career in Agricultural Education in Oklahoma.

There will be other required professional development opportunities including the Oklahoma Summit, August 1st through 2nd, in addition to follow-up sessions throughout the coming year. (See attached for additional dates.)

ATTENDANCE POLICY

Attendance at the New Teacher Academy is part of the certification process and **mandatory** for all new (including those experienced teachers that are new to Agricultural Education and/or new to Oklahoma) and certain returning Agricultural Education teachers. If you miss a session this school year, you are required to make it up the following year.

We realize that it can be difficult managing the details of being away from home and school, so we appreciate your special efforts. We also appreciate your school's support in making this opportunity available to you. We believe these in-service sessions will prove to be an investment in your future as an Agricultural Education Educator. You will receive materials that will help support your teaching efforts.

We look forward to working with you and assisting you in having a very successful first year in teaching Agricultural Education in Oklahoma. See you at the New Teacher Academy on Tuesday, July 25th and Wednesday, July 26th!

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New Teacher Workshop Series 2023-2024 School Year

Attendance at all the New Teacher Workshop Series is a part of the certification process and is **mandatory** for all new Agricultural Education teachers and for certain returning teachers. Please share these dates with your administration so that they can plan for substitutes for the days that you will be attending these workshops. Remember, *CareerTech* program assistance money may be used to cover the costs of travel, lodging if necessary, and a substitute if needed, for your professional development.

Date and Time	Meeting Place	Primary Focus
Tuesday, July 25 & Wednesday, July 26, 2023 8:30 – 4:30	ODCTE, Stillwater Tuttle Seminar Center	Orientation, Planning, AET Basics, Expectations, Program Management, Reports
Thursday, August 24, 2023 8:30 – 4:30	ODCTE, Stillwater Tuttle Seminar Center	State Fair Educational Exhibits, CESI, Greenhand Quiz, Salary & Teaching Schedule, Ceremonies Contest
Wednesday, November 15 & Thursday, November 16, 2023 8:30 – 4:30	ODCTE, Stillwater Tuttle Seminar Center	Proficiency Applications, The AET, State and American Degree, Agriscience Fair, Career Passport, CDE's and Speech, Scrapbooks and Portfolios
Wednesday, January 10, 2024 8:30 – 4:30	ODCTE, Stillwater Tuttle Seminar Center	Officer Retreats, Banquet Planning, Officer Elections, National Chapter Application, CDE Training

PARKING AT THE AGENCY

At the Oklahoma Department of Career and Technology Education, the parking entrance is off 7th Avenue, just west of Stillwater Medical Center. The main entrance to Career Tech is west of the main parking lot. Please arrive a few minutes early, as you will have to check in with the receptionist before heading to the meeting room.

DRESS

Dress for all New Teacher sessions is “business casual.” This means **ABSOLUTELY no jeans, no sweats, no shorts, no flip flops, no tennis shoes, no hats or caps.** Remember it is difficult to keep the temperature comfortable for everyone, so you may want to bring a jacket or a sweater.

HOTEL RESERVATIONS

You are responsible for making your own reservation and paying your lodging charges. Your school’s program assistance money may be used to pay for your expenses during this professional development workshop. Talk with your administration as to how this is to be handled.

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