**NYSACTE Fellowship Program of Work**

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| **Task** | **Item to be completed/submitted** | **Due date** | **Complete** |
| Participate in monthly zoom meetings | N/A | On-going |  |
| Read one required book and participate in book study discissions | Lead discussion on assigned section | On-going |  |
| Project mentor check-in | As needed to complete project and PD plan | On-going |  |
| Share information about your leadership journey and your CTE center/school | Introduction during first zoom meeting | October |  |
| Initial check-in meeting with fellowship coordinators | 15-minute zoom meeting | Oct-Nov |  |
| Propose a project that will benefit NYSACTE | Initial project proposal form | Nov 30 |  |
| Interview the president of your division (see sample questions) | 1-page refection on the interview | Dec 17 |  |
| Interview the NYSED CTE Associate from your content area | 1-page refection on the interview | Jan 30 |  |
| Review advocacy resources and reflect on CTE advocacy efforts | 1-page reflection on advocacy | March 15 |  |
| **Optional** mid-year check-in meeting with fellowship coordinators | 15-minute zoom meeting | March |  |
| Presentation on the Fellowship Program | Proposal | April 30 |  |
| Professional Development Plan | Completed PD plan | June 1 |  |
| Final check-in with Fellowship Coordinators | 15-minute zoom meeting | June |  |
| Attend a NYSACTE board meeting | 1-page reflection on board structure, roles, priorities, etc. | before July 1 |  |
| Attend your division board mtg |  |
| Complete the project that was proposed | Completed project and proposal form | July 1 |  |
| Fellowship Presentation | Possibly at TAC Leadership Seminar | Aug 30 |  |
| Reflect on the fellowship experience | 2-page reflection on the program with suggestions for improvement | Aug 30 |  |
| Professional Development | Attend 1 PD of your choice | Aug 30 |  |

The program of work is designed to help develop knowledge and skills in leadership, policy and professional development while expanding professional networks and learning about CTE in NYS.

**Required Book and Book Study Assignments:**

* Dare to Lead by Brene Brown <https://daretolead.brenebrown.com/>

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| **Month** | **Section** | **Facilitators** | **Tasks** |
| November | Note, Intro and Section 1 | Paula and Connie | To be completed prior to the November meeting:   * Take the Daring Leadership assessment <https://daretolead.brenebrown.com/assessment/>   + Make sure you print or email yourself the results as we will refer to this assessment throughout the year * Watch this video   <https://www.youtube.com/watch?v=-s6DQrqVHxM&feature=youtu.be>   * Send Connie and I an email response to the following questions:   + What do you need in order to show up and successfully complete this fellowship?   + What might get in the way?   + What does support from me and Connie look like? |
| December | Section 2 | Cynthia and Juliann | * Facilitators should be prepared to share information on their assigned section and/or facilitate a discussion with the group. Using a variety of instructional/presentation resources and strategies is encouraged. * If additional tasks are being assigned by the facilitators then this information should be communicated to the group at least 2 weeks prior to the meting |
| January | Section 3 | Tracy and Cory |
| February | Section 4 | Regina and Leif |
| March | Section 5 | Paula and Connie |
| April | Part 2 | Jill and Garrett |
| May | Part 3 and 4 | Paula and Connie |

**NYSACTE Related Project:** Fellows will submit a project proposal form with their project idea. The project must benefit NYSACTE in some way, include an end product and guidance or templates as to how it can be replicated or used by others, a summary of the work completed and a statement from your project mentor. A project form will be provided. Completed projects will be presented and/or shared online. Project mentors should provide feedback and guidance throughout the project.

**Sample Project Ideas:**

1. Monthly e-blasts to NYSACTE membership
2. Advocacy 1- Work with Lisa Mongello our advocacy board member and select fellows from last year to create/lead an advocacy committee.
3. Advocacy 2 – Create a survey for division presidents asking them what they need or would expect from the advocacy committee.
4. Three times during the school year, write a summary of what is new and happening in their division for a newsletter, e-blast, or the NYSACTE web page..
5. CTE Learn 1 - working with ACTE to promote the CTE learn platform for NYSACTE.
6. CTE Learn 2 – assist with updating and managing the 21-22 NYSACTE Fellowship Group on CTE Learn
7. NYSACTE Website – assist with updating the Fellowship section of the NYSACTE website
8. Conduct a project designed to increase membership in NYSACTE, its divisions and ACTE: eblast, mailings, social media outreach.
9. Conduct a project to promote CTE during CTE month. Something that can be used by NYSACTE members.
10. Social media – Continue Social media projects that were completed by fellows last year (Instagram, Facebook, Twitter, you could just pick one to work on)

**Sample Interview Questions for Division President:**

1. What led you to work in CTE?
2. Tell me about your leadership journey?
   * How did you become involved in your division? Describe your role. What do you hope to accomplish?
3. What do you think your school/district or division does well in terms of supporting or promoting CTE?
4. What’s the biggest challenge you face in your day to day work in CTE?
5. How do you balance your career, leadership work and your personal life?
6. What leadership books, resources or professional development opportunities do you recommend?

**Sample Interview Questions for NYSED Associate:**

1. What led you to work in CTE?
2. What is/was your proudest moment in CTE?
3. What’s the biggest challenge you think CTE is currently facing?
4. What do you think the future of CTE looks like? Where do you hope CTE will be in 5 or 10 years?
5. What’s the best advice you ever received?
6. What leadership books, resources or professional development opportunities do you recommend?

**NYSACTE Meetings:** Fellows must attend at least 1 NYSACTE board meeting as well as a division board meeting. Connie and Paula can provide zoom links or locations for NYSACTE board meetings. Division presidents can provide dates and locations for division meetings.

NYSACTE Board Meeting Dates:

* Tuesday November 16th 4:00 PM
* Tuesday, January 18th 4:00 PM
* Tuesday, March 15th 4:00 PM
* Tuesday, May 5th 4:00 PM

**Professional Development Plan**: The PD plan will include a reflection on current strengths and areas of growth, as well as at least 3 goals for continued professional and leadership development after the fellowship program. You are encouraged to include how you plan to continue or increase your involvement in NYSACTE or your division. A template will be provided.

**Presentation:** The culminating event will be a presentation by the fellows on their fellowship experience. This may include presenting on components of the fellowship program, highlighting the individual projects or reflecting on what was learned throughout the year. The presentation may be included as part of the CTE TAC Leadership Seminar, another summer PD opportunity or it may be a stand-alone virtual event for NYSACTE and division members.

**Requirements:**

* Each fellow must participate in planning process. This may be outside of the monthly fellowship zoom meetings.
* Each fellow must have a role in the presentation
* Minimum of 45 minutes

**PD Opportunity:** As part of the Fellowship program, fellows may be reimbursed up to $250.00 for attending a CTE PD of their choice. Reimbursement may be used for registration or travel. Copy of paid registration, paid airfare or mileage documentation must be submitted with the reimbursement request. Reimbursement request form will be provided.