

# FLORIDA DEPARTMENT OF EDUCATION



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September 20, 2010

## MEMORANDUM

To: District Career and Technical Education Directors  
Technical Center Directors  
Florida College Occupational Deans

From: Loretta Costin, Chancellor, Division of Career and Adult Education  
*Loretta Costin*

Subject: New Teacher and New Administrator Programs

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The Perkins Professional Development Institute will again be offering wonderful programs that are available **FREE** to post-secondary CTE teachers and administrators with less than three years of experience.

**NEW TEACHER TRAINING** - This program provides an opportunity to learn the latest techniques to develop, sequence, and manage instructional events and activities to promote student learning. Focus will be on effective planning and implementation of new instructional strategies, measurement, and documentation of student achievement.

**NEW ADMINISTRATOR TRAINING** - This program provides high-quality training experiences that focus on specific knowledge and skills designed to improve performance for all new post-secondary Career and Technical administrators. Instruction includes funding issues, business partnerships, ethical issues, methods and use of program and data evaluation, and effective communication strategies.

Don't miss this opportunity to enhance the expertise of new faculty. New and higher goals have been set every year. This year will be our most successful one yet!

Thank you.

LC/dv

Attachments