

APPEL Program
Program Director Duties

Program Director

(point of contact: the person responsible for running the program, training personnel, communicating with administrators, Candidate, and personnel, conducting Candidate progress meetings, ensuring workflow and document control, etc.)

Program Director works with APPEL Leadership Team – ensures personnel training, team members understand roles and responsibilities, and timelines.

Candidate gets hired at an approved alternative program LEA.

Program Director starts a file for Candidate that includes:

- Transcripts (reviewed by designated personnel Transcript Reviewer).
- Clinical Experience Supervisor assigns a Mentor Teacher to Candidate.
- Set up a formal discussion to outline plan, mentoring, and observation process with the Candidate no later than 30 days after beginning work in the classroom.
- Professional License Plan (created by designated personnel Plan Writer with input from Pedagogy Consultant, Content Consultant, and Mentor Teacher – considering previous education-related experience and previous educational preparation activities – completed no later than 60 days after beginning work in the classroom).

The Professional License Plan is reviewed with Candidate with appropriate timeline decided upon and approved and stored with appropriate sign-off (Candidate, Mentor Teacher, Administrator and Program Director).

Program Director supervises leadership team members through progression of all Candidates through their program experience, maintains records and stores evidence as appropriate.

- APPEL pedagogy and content program studies progression
- Educator and clinical experience competency progression
- Clinical experience support
- Administration evaluations

Program Director reviews annual Professional License Plan Update form and signs off on it. Program Director discusses with Mentor Teacher, Administration, and Candidate the Candidate's dispositions and suitability for teaching and plans for remediation as necessary.

Program Director reviews Professional License Plan Final form and signs off on it.

Program Director submits recommendation to USBE for Candidate for Professional licensure.