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Education

Preparing

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Teachers for

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Competency

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Administration

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Resource

Catalog

**For Teachers and
Teachers-in-Training**



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PBTE(PBTT)/CBSD Modules

Performance-Based Teacher Education (PBTE) is an effective method for training teachers and instructors. PBTE guides the teacher through demonstrations of essential tasks in actual teaching situations, ensuring that he or she has the knowledge and ability required to perform essential competencies for successful teaching.

Competency-Based Staff Development (CBSD) materials are used for in-service training and staff development programs in secondary and post-secondary institutions. They are used to assess teacher competencies compared to identified performance standards.

Both PBTE and CBSD feature these characteristics:

- Training based upon successful teacher competencies in actual learning situations
- Modularized materials that integrate theory and practice
- Training based upon individual teacher needs and interests
- Assessment of each competency referenced to criteria
- Frequent and immediate feedback
- Shared accountability for learning between teacher and resource person
- Required and optional learning activities

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for Teachers

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101-D	Establish Student Performance Criteria	7.50
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D-3	Assess Student Performance-Attitudes	6.50
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K-3	Organize Your Class/Lab to Install CBE	13.75
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A-6 *	Develop Program Goals and Objectives	8.00
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108-A*	Develop a Course of Study	9.00
A-9 *	Develop Long-Range Program Plans	5.50
A-10	Conduct A Student Follow-Up Study	9.00
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I-7	Plan the Student Teaching Experience	5.50
I-8	Supervise Student Teachers	5.50

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NO.	TITLE	PRICE
J-1 *	Establish Guidelines for Your Cooperative Vocational Program	\$8.50
J-2 *	Manage the Attendance, Transfers, and Terminations of Co-op Students	5.50
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J-5 *	Place Co-op Students on the Job	14.00
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J-7 *	Coordinate On-the-Job Instruction	13.00
J-8 *	Evaluate Co-op Students' On-the-Job Performance	7.25
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CATEGORY K: Implementing Competency-Based Education (CBE)

NO.	TITLE	PRICE
K-1	Prepare Yourself for CBE	\$9.50
K-2	Organize the Content for a CBE Program	10.00
K-3	Organize Your Class and Lab to Install CBE	13.75
K-4	Provide Instructional Materials for CBE	11.50
K-5	Manage the Daily Routines of Your CBE Program	11.25
K-6	Guide Your Students Through the CBE Program	9.75

Set K Category K, set of 6 modules \$59.17

* Denotes second edition module

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CATEGORY L: Serving Students With Special/Exceptional Needs

NO.	TITLE	PRICE
L-1	Prepare Yourself to Serve Exceptional Students	\$5.00
L-2	Identify and Diagnose Exceptional Students	5.00
L-3	Plan Instruction for Exceptional Students	5.00
L-4	Provide Appropriate Instructional Materials for Exceptional Students	6.50
L-5	Modify the Learning Environment for Exceptional Students	7.50
L-6	Promote Peer Acceptance of Exceptional Students	5.00
L-7	Use Instructional Techniques to Meet the Needs of Exceptional Students	5.00
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L-9	Assess the Progress of Exceptional Students	5.00
L-10	Counsel Exceptional Students with Personal-Social Problems	5.00
L-11	Assist Exceptional Students in Developing Career Planning Skills	5.00
L-12	Prepare Exceptional Students for Employability	5.00
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SUPPORTING MATERIALS

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A pad of 50 profile sheets. Each sheet shows the module categories and the specific titles of the PBTE modules in those categories. These sheets can be useful for highlighting prior competencies and recording teacher progress in completing requirements.

1PB**\$.95.00**

Student Guide to Using PBTE Materials (Third Edition)

Orients both pre- and in-service vocational technical teachers and trainers to PBTE. Information contained within the guide is presented in a question and answer format. Helpful and easy to understand.

2PB**\$.4.00**

Resource Person's Guide to Using PBTE Materials (Second Edition)

Assist prospective resource persons-teacher educators, directors of staff development, master teachers and other appropriate individuals through the use of PBTE materials.

3PB**\$.16.00**

Implementation Guide for PBTE and CBSD Programs

(Second Edition)

Provides answers to key implementation questions and possible solutions to common problems. Suggests some alternatives that may speed the process of installing the PBTE/CBSD approach. Designed for persons who administer the program at any level.

4PB**\$.13.75**

PBTE: The State of the Art

Summarizes, in a comprehensive and insightful manner, the concept of PBTE. Traces the concept from the 1970's. Also presents a sampling and summary of the historical roots of PBTE in both general and vocational education.

5PB**\$.6.00**

Supplementary Resources Suggested for the PBTE/CBSD Modules

This document cites the outside resources that are suggested for use with the modules. Lists the most current information regarding how to obtain these resources.

9PB**\$.4.75**

PBTT Materials

ABOUT

Preparing

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Preparing Better Teachers For Tomorrow (PBTT) is a series of modularized, performance-based teacher education packages for vocational, technical, and other career-related educators. PBTT addresses the professional competencies required by teachers and occupational trainers in all areas.

Performance-Based Teacher Education (PBTE), the original module series, was researched and developed by Ohio State University's Center on Education and Training for Employment (CETE). While evaluating and updating the original core competencies in 1995, CETE and the American Association for Vocational Instructional Materials (AAVIM) renamed the series Preparing Better Teachers For Tomorrow (PBTT).

Development of the original series involved instructors, teacher educators, consultants, and supervisors on all levels. More than 200 expert educators in 47 states verified the series' research. The National Institute of Education, the US Office of Education, and the US Department of Education supported initial phases of research, development, and field-testing; the states of Illinois, Ohio, and Pennsylvania supported the second-phase update of the research base and module development.

As with the previous series, PBTT integrates theory and application, and evaluates performance of each competency according to established criteria. Modules are designed for use with direction and input from teacher educators and others oriented to the series' competencies, concepts, and procedures.

The series provide adaptability and flexibility in planning and conducting performance-based training for preservice and inservice teachers, both individually and in groups. Modules have been used successfully in business, industry, and labor; post-secondary institutions; education agencies; and many other settings involved in the professional development of teachers and occupational trainers.

New PBTT modules include:

Prepare to Integrate Academic and Vocational Curriculum

Prepares teachers and teachers-in-training to integrate curriculum by providing them with information, insights, and activities.

ISBN 089606-343-7 ©1997 No. 101 PT\$8.95

Implement an Integrated Academic & Vocational Education Curriculum

Guides teachers and teachers-in-training through the process of integrating curriculum.

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Improve Your Integrated Academic & Vocational Education Curriculum

Helps teachers and teachers-in-training to improve integrated units of instruction that they have developed and taught.

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Summarize a Lesson	111-C \$7.00
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Employ Reinforcement Techniques	113-C \$7.00
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Demonstrate a Concept or Principle	117-C \$8.75
Establish Student Performance Criteria	101-D \$7.50
Assess Student Performance: Knowledge	102-D \$8.00
Assess Student Performance: Skills	104-D \$7.00
Determine Student Grades	105-D \$8.75
Evaluate Your Instructional Effectiveness	106-D \$7.50
Provide for Student Safety	105-E \$9.50

Modules Scheduled for Revision

CATEGORY A - PROGRAM PLANNING, DEVELOPMENT AND EVALUATION

- A-4 Organize Occupational Advisory Committee
- A-6 Develop Program Goals and Objectives
- A-7 Conduct an Occupational Analysis

CATEGORY B - INSTRUCTIONAL PLANNING

- B-1 Determine Needs & Interests of Students
- B-6 Prepare Teacher-Made Instructional Materials

CATEGORY C - INSTRUCTIONAL EXECUTION

- C-2 Conduct Group Discussions, Panel Discussions and Symposia
- C-14 Provide Instruction for Slower and More Capable Learners
- C-15 Present An Illustrated Talk
- C-23 Present Information With Overhead and Opaque Materials

CATEGORY D - INSTRUCTIONAL EVALUATION

- D-3 Assess Student Performance: Attitudes

CATEGORY E - INSTRUCTIONAL MANAGEMENT

- E-9 Manage the Vocational Laboratory

CATEGORY N - TEACHING ADULTS

- N-5 Manage the Adult Instructional Process

CBAE Modules

No.	Title	Price
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LT-B-4	Prepare to Install Competency-Based Education	\$9.00
CATEGORY C: Student Services		
LT-C-3	Maintain School Discipline	\$5.75
LT-C-4	Establish a Student Placement Service and Coordinate Follow-up Studies	\$7.25
CATEGORY D: Personnel Management		
LT-D-2	Supervise Vocational Education Personnel	\$5.00
CATEGORY E: Professional and Staff Development		
LT-E-1	Appraise Staff Development Needs	\$6.50
LT-E-2	Provide a Staff Development Program	\$6.00
LT-E-3	Plan for Your Professional Development	\$6.00

CBAE...

Competency-Based Administrator Education (CBAE) is a series of modules encompassing professional skill categories. Each helps develop skills required by vocational instructors and administrators.

CBAE's flexible design makes it suitable for use in instructional and professional settings; by preservice and inservice instructors; and in individual and group settings. Core competencies were developed with support from the US Department of Education; a multi-state consortium provided subsequent support for module development.

CBAE modules have been discontinued by AAVIM, and are available in limited quantities only. Please call AAVIM at 800-228-4689 to check on availability.

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Guide to Using CBAE Materials

Developed to introduce pre- and in-service vocational administrators to CBAE

No. 1LT

\$3.25

Resource Person's Guide to Implementing CBAE Concepts and Materials

Designed to help prospective resource persons install the CBAE approach in their institution or agency.

No. 2LT

\$8.00

Guide to The Administration of Adult Vocational Education

For the administrator who has responsibility for adult programs and services. This guide defines adult education, explains the need for lifelong learning, and describes the learning characteristics of adults.

No. 7LT

\$10.00

Improving the Basic Skills of Vocational-Technical Students: An Administrator's Guide

Designed to help vocational-technical administrators provide programs to improve the basic skills of students in occupational programs.

No. 11LT

\$13.00

Developing Positive Worker Behaviors in Vocational and Technical Students

Describes methods for identifying the general and job-specific attitudes and behaviors within the occupational curriculum.

No. 17LT

\$15.50

Providing Student Vocational Assessment Services: An Administrator's Guide

Provides a comprehensive overview of the vocational assessment process, and descriptions of key programs and instruments to assist the busy administrator in this task.

No. 19LT

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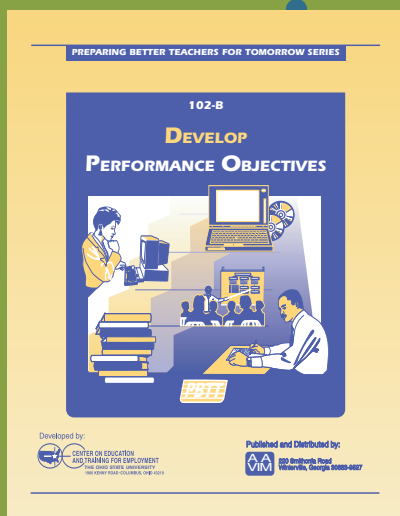
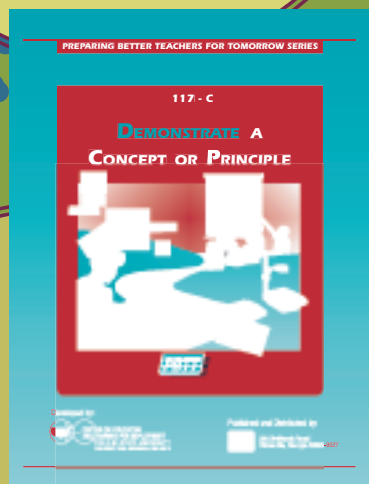
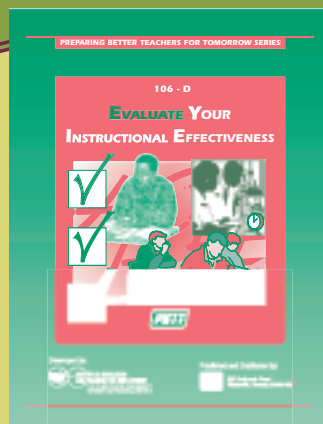
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