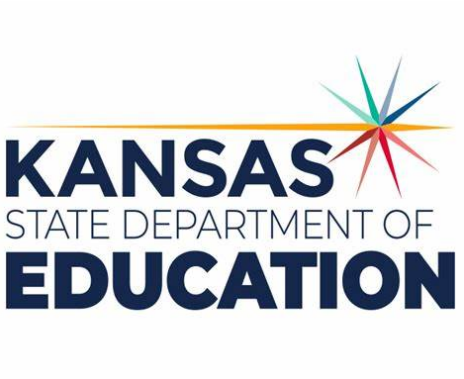
Appendix A



WORK PROCESS SCHEDULE

AND

RELATED INSTRUCTION OUTLINE

Youth Teacher/Instructor

Kansas
Department of Commerce

Appendix A

WORK PROCESS SCHEDULE

Youth Teacher/Instructor

O*NET-SOC CODE : 25.2021 **RAPIDS CODE: 3077**

This schedule is attached to and a part of these Standards for the above identified occupation.

1. APPRENTICESHIP APPROACH

☐ Time-based ☒ Competency-based ☐ Hybrid

2. TERM OF APPRENTICESHIP

The term of the apprenticeship is 4 years with an OJL attainment of 8000 hours, supplemented by the minimum required 1800 hours of related instruction. (Note: The competency-based training approach does not require hours.)

3. RATIO OF APPRENTICES TO JOURNEYWORKERS

The apprentice to journeyworker ratio is: 1 Apprentice(s) to 1 Journeyworker(s).

4. APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages based on either a percentage or a dollar amount of the current hourly journeyworker wage rate, which is: $ 16.25 .

Term: hrs.	Year 1	Year 2	Year 3	Year 4				
Wage: $/ %	$7.50/hr	8.50/hr	14.00/hr	14.25/hr				

5. PROBATIONARY PERIOD

Every applicant selected for apprenticeship will serve a probationary period of 30 days

6. SELECTION PROCEDURES

Youth Teacher/Instructor Apprentice must be enrolled in a public school district pursuing a high school diploma. They must also meet the following qualifications:

Qualifications

- **Education:**
  - Actively enrolled in an accredited teacher preparation at a community college or four-year university program.
- **Progress Requirements:**
  - Demonstrate consistent progress in the teacher preparation program by providing evidence of passing scores each semester.
- **Skills and Competencies:**
  - Strong communication and interpersonal skills.
  - Ability to collaborate effectively with students, teachers, and administrators.
  - Willingness to learn and implement new teaching methods.
  - Organized, dependable, and committed to professional growth.

Preferred Qualifications

- Previous experience working with children or in an educational setting is a plus.
- Familiarity with classroom technologies and educational tools.

WORK PROCESS SCHEDULE
Youth Teacher/Instructor

O*NET-SOC CODE : 25.2021 **RAPIDS CODE: 3077**

Description:

See below attachment

Work Process Schedule: **Approximate Hours:**

TOTAL MINIMUM HOURS _____

Teaching Apprenticeship Evaluation Rubric

Criteria	Exemplary Achievement (4)	Proficient Achievement (3)	Limited Achievement (2)	Inadequate Achievement (1)
Punctuality	Always arrives on time, showing respect for schedules.	Usually arrives on time, with occasional delays.	Frequently late, showing a lack of regard for time.	Often late or absent without valid reason.
Dress and Appearance	Consistently dressed in professional attire suitable for the classroom.	Usually dressed appropriately, with minor lapses.	Occasionally dressed inappropriately for the setting.	Rarely dresses appropriately for the internship.
Receptiveness to Feedback	Actively seeks and implements feedback with enthusiasm.	Accepts feedback and makes efforts to improve.	Shows limited willingness to accept feedback.	Dismisses feedback and shows no desire to improve.
Maturity and Professionalism	Demonstrates high levels of maturity and professionalism in all interactions.	Generally displays maturity, with minor lapses.	Occasionally shows unprofessional behavior.	Frequently acts immaturely or unprofessionally.
Teacher Persona	Fully embodies the role of a teacher, engaging with students effectively.	Generally presents as a teacher, with some engagement.	Struggles to engage with students or assume a teacher role.	Rarely presents as a teacher and lacks engagement.
Ambition and Desire to Learn	Shows exceptional ambition and a strong desire to learn and grow.	Displays a good level of ambition and willingness to learn.	Limited ambition and desire to improve skills.	Shows no ambition or desire to develop professionally.
Instructional Planning	Creates comprehensive lesson plans that align with educational outcomes.	Develops lesson plans that meet basic requirements.	Lesson plans are incomplete or lack alignment with outcomes.	Fails to create lesson plans or align with educational outcomes.
Classroom Management	Effectively manages classroom dynamics, promoting a positive learning environment.	Generally maintains classroom order with minor disruptions.	Struggles to manage classroom behavior, leading to frequent disruptions.	Unable to manage classroom dynamics, resulting in a chaotic environment.

Teaching Apprenticeship Evaluation Rubric

Criteria	Exemplary Achievement (4)	Proficient Achievement (3)	Limited Achievement (2)	Inadequate Achievement (1)
Engagement with Learners	Consistently engages students with interactive and meaningful activities.	Engages students in learning with some interactive elements.	Limited engagement with students, relying heavily on lectures.	Rarely engages students, leading to disinterest in learning.
Professional Development	Actively seeks out and participates in professional development opportunities.	Participates in some professional development activities.	Shows little interest in professional development.	Does not engage in any professional development activities.

Date Reviewed:

Cooperating Teacher:

Supervising Teacher:

Student:

_____ _____

_____

Student Supervising Teacher Cooperating Teacher

Kansas
Department of Commerce

RELATED INSTRUCTION OUTLINE
Youth Teacher/Instructor

O*NET-SOC CODE : 25.2021 **RAPIDS CODE: 3077**

Related Instruction Descriptions: Bachelors Degree in Education
Approximate Hours: 120 credit hours (1800 clock hours)

The following related training outline identifies subject matter which must be mastered by the apprentice in order to successfully complete the program: 144 hours of Related Technical Instruction is required for every 2,000 hours of the program.

Community Colleges:

- Allen Community College
- Barton Community College
- Butler Community College
- Colby Community College
- Cowley Community College
- Dodge City Community College
- Garden City Community College
- Hutchinson Community College
- Independence Community College
- Johnson County Community College
- Neosho County Community College
- Washburn Institute of Technology

Four Year Universities

- Emporia State University
- Fort Hays State University
- Kansas State University
- MidAmerica Nazarene University
- Newman University
- Ottawa University
- Southwestern College
- Sterling College
- University of St. Mary

- Washburn University
- Western Governors University

See program outline attached below. All courses are outline for high school and college credit.

TOTAL MINIMUM HOURS 1800

Work Process Schedule

Youth Teacher/Instructor

O-Net/SOC Code 25-3099

Related Technical Instruction

The related instruction for this occupation will progress the individual through the requirements of obtaining a **bachelor's degree in a teacher education program.** Before moving into to a full- time teacher position, the individual will have **obtained a bachelor's degree from an accredited institution and complete all state required certifications.**

Total hours 1,800 (120 credit hours)

	Credits	*Hours*
Year 1: General Education	*30*	*450*
Year 2: Completion of General Education and Beginning Core Requirements	*31*	*465*
Year 3: Completion of Core Requirements and Beginning Major Coursework	*30*	*450*
Year 4: Completion of Major Coursework	*29*	*435*
Total Credits	*120*	*1800*

For the first two years of the program, the youth apprentice will be pursuing using dual credit courses as part of the districts CTE pathway. The RTI provider will be both their high school and the community college/tech school/university who provides dual credit courses. As noted in the below course outline, all high school courses and college level courses are aligned to provide the best possible opportunity for dual credit courses to count towards college credit, while at the same time fulfilling all high school graduation requirements and CTE requirements.

The academic training for the instruction requirement under this apprenticeship program will be conducted by an accredited college/university that is an approved Kansas EPP. The below schedule is just an example of a four years of a bachelor's degree program based on a four-year program of study. All KSDE approved bachelor's degree programs require 120 credit hours and a standardized general education, core, and major curriculum, though some class titles/numbers may differ between colleges/universities.

Sample pathway for youth apprentices to complete graduate high school/complete Teacher/Trainer CTE pathway in High School/Dual Credit Courses/Bachelors Degree in Education

It is essential to note that this is just a sample outline of a pathway that includes dual credit courses and the Teacher/Training CTE pathway. All districts are free to create their own version. All districts are also required to follow the Kansas Career Guidance Handbook, the Post Secondary Readiness Digital Resource Guide (for work-based learning requirements), and the Enrollment Handbook based on the current fiscal year to ensure they meet all the requirements for weighted CTE funding, are prepared for fiscal auditing, and all requirements for high school graduation are met.

Semester 1

College Course #	Course Title	College Credits	High School Course	High School Credit	KCCMS
EN 101	First Year Composition	3	English 11A	.5	
CN 150	Public Speaking	3	Speech	.5	
PO 106	Government of the United States	3	US Government	.5	
ED 165	ED 1 Examining Teaching as a Profession	3	Intro to Teaching	.5	19199
ED 275	ED 2 Exploring Teaching as a Profession	3	Teaching as a Career	1	19151
	Apprenticeship Time		Teaching Internship	.5	19152

Semester 2

College Course #	Course Title	College Credits	High School Course	High School Credit	KCCMS
HI 111	U.S. History through the Civil War	3	U.S. History	.5	
GG 101, AN 112, SO 100, PY 100, or PY 209	Introduction to Geography, Cultural Anthropology, or Introduction to Sociology, Basic Concepts in Psychology, or Psychological Development through the Life-Span	3	SS Elective	1	
MU 100	Enjoyment of Music	3	Fine Arts	.5	
ED 155	Teaching, Learning, and Leadership	3	Coaching & Leadership	.5	19154
ED 285	Educational Psychology	3	Lifespan Development	.5	45014
	Apprenticeship Time		Teaching Internship	.5	19152

Semester 3

College Course #	Course Title	College Credits	High School Course	High School Credit	KCCMS
EN 200	Intermediate Composition	3	English 11B	.5	
MA 112	Contemporary College Mathematics	3	Math	1	
HI 100	Early World History	3	U.S. History B	.5	
ED 290	Whole Child	3	Human Growth & Development	.5	45004
ED 302	Teaching Exceptional Learners	3	Elective	.5	
	Apprenticeship Time		Teaching Internship	.5	Local course

Semester 4

College Course #	Course Title	College Credits	High School Course	High School Credit	KCCMS
BI 106*	Everyday Biology	5	Science	1	
EC 100	Introduction to Economics	3	SS Elective	.5	
ED 474*	Special Topics	3	Elective	.5	
ED 335*	Creative Experiences	3	Elective	.5	
TBD	Introduction to Teaching Field Experience	1	Elective	.5	
	Apprenticeship Time		Teaching Internship	.5	Local course

* indicates a course that may need to be substituted if a student is interested in secondary education.

Year Three – Transition to Teacher Preparation program at four year university

Fall Semester		**Hours**
CI 311	Intro to Diversity: Field Experience (B- or better required)	1
CI 320	Intro to Diversity: Exceptionalities (B- or better required)	2
CI 321	Intro to Diversity: Cultural Issues (B- or better required)	2
CI 329	Universal Design for Learning (B- or better required)	1
CI 520	Physical Science in the Elementary Classroom	3
CI 324	Linguistics for Elementary Teachers (B- or better required)	3
CI 313	Reading & Writing Exceptionalities (B- or better required)	2
	Credit Hours	**14**

Spring Semester		**Hours**
CI 504	Special Ed Law (B- or better required)	3
CI 402E	Instructional Strategies, Assessment and Management (ISAM): Elemenary Teaching Early Literacy K-2 (B- or better required)	3
CI 402J	Instructional Strategies, Assessment and Management (ISAM): Elementary Social Studies (B- or better required)	3
CI 411A	Preteaching Internship: Elementary Core IIA (B- or better required)	2
CI 403	Learning and Educational Assessment (B- or better required)	2
CI 323	Technology Seminar in Elementary Education (B- or better required)	1
Electives	Electives for 120 hours	2
	Credit Hours	**16**

Year Four

Fall Semester		**Hours**
CI 402U	Instructional Strategies, Assessment and Management (ISAM): Intermediate Literacy (3-6) (B- or better required)	3
CI 402M	Instructional Strategies, Assessment and Management (ISAM): Elementary Mathematics (B- or better required)	3
CI 402S	Instructional Strategies, Assessment and Management (ISAM): Elementary Science (B- or better required)	3
CI 411B	Preteaching Internship: Elementary Core IIB (B- or better required)	2
CI 427	Philosophy, History and Ethics of Education (B- or better required)	3
HPS 425	Methods in Physical Education and Health (B- or better required)	2
	Credit Hours	**16**

Spring Semester		**Hours**
CI 446	Elementary Teaching Internship and Classroom Management Seminar (B- or better required)	2
CI 447	Elementary Teaching Internship (B- or better required)	11
CAS 501	Teacher Licensure Capstone	0
	Credit Hours	**13**