



## **CAREER SWITCHER LEVEL II REQUIREMENTS**

### **LEVEL II PREPARATION:**

Level II Preparation begins during the first year of employment. During this year, a minimum of five seminars will be provided by the Career Switcher program provider to expand the intensive preparation requirements associated with instructional categories and topics. Seminars include a minimum of 20 instructional hours. A variety of delivery techniques will be utilized to implement the seminars. These seminars along with a capstone project and one successful year of teaching must be satisfactorily completed to be eligible for a ten-year renewable license. Note: You must attend the ESL, Diversity, and Data-Driven Instruction for Student Achievement.

### **SCHOOL DIVISION MENTOR:**

During your first year of employment, your building administrator will assign you a mentor. Responsibilities of your school mentor will include, but are not limited to the following:

- Collaborate with the beginning teacher in the development and implementation of an individualized professional development plan.
- Observe, assess, coach, and provide opportunities for constructive feedback, including strategies for self-reflection.
- Share resources and materials.
- Share best instructional, assessment, and organizational practices; classroom and behavior management strategies; and techniques for promoting effective communication; and
- Provide general support and direction regarding school policies and procedures.

### **TEACHING ACCOLADES:**

If you receive any teaching accolades, please forward them to [careerswitcher@odu.edu](mailto:careerswitcher@odu.edu). We will share your success with the Virginia Department of Education.

### **SATURDAY WORKSHOPS AND LEVEL II PROJECT:**

- After you have completed Level I requirements and accepted a full-time teaching position, you must register for your workshops online <http://www.odu.edu/cepd/career-switcher/level-two/saturdayworkshops>.
- Attend a minimum of five Level II weekend workshops.
- Workshops offered by school divisions are not acceptable.
- Workshop dates and topics will be posted on the ODU Career Switcher website (dates and topics are subject to change).
- You are required to keep track of your Level II training attendance.

- The Career Switcher program will maintain the official record of your attendance.
- Within the five weekend workshops, you are required to attend the ESL, Diversity, and Data-Driven Instruction for Student Achievement.
- Demonstrate how you positively affected student learning in your endorsement area • Complete Level II Portfolio Project.

Any changes will be posted on the Career Switcher website.

### **MASTERY OF EXIT CRITERIA AND PERFORMANCE:**

The final evaluation for Level II will include the following:

- Attending a minimum of 5 Level II seminars
- Satisfactory performance on the Principal Survey Report
- Recommendation of 10-year renewable teaching license
- Bi-annual one-on-one meetings with the ODU Career Switcher Provider
- Exit interviews
- Portfolio requirement

### **FINAL EXIT INTERVIEW:**

Exit interviews will be scheduled from March – May. Exit interviews will take place at your school, over the phone, or via Zoom.

### **TEN-YEAR LICENSE RECOMMENDATION:**

Once you have successfully completed your Level II requirements, the Career Switcher administrative staff will verify your completion and send the Virginia Department of Education License Recommendation form to your school division's Superintendent office on your behalf. This is done behind the scenes in late **April** or early **May**. **We will notify you via email when the process is initiated.**

The school division will have three options:

- Recommend for a ten-year renewable license
- Request a one-year extension
- Not recommend

Once the recommendation form is signed, the school division will mail the form to the Virginia Department of Education.

### **PROCESS AND SUPPORT FOR CANDIDATES TO COMPLETE THE PROGRAM WHO ARE NOT RECOMMENDED FOR A VIRGINIA 10 YEAR RENEWABLE TEACHING LICENSE:**

Career Switcher students who are not recommended for a 10-year renewable Virginia teaching license will have the opportunity to obtain additional support by completing the online Career Switcher Level II student support form. Services options will include:

- Free Level I refresher training
- Free Level II refresher training
- Mock interviews
- Career Management Services
- Customized support based on individual needs.

### **LEVEL II COMPLETION:**

Successful completion of Level II requirements means you have completed your Level II requirements, taught successfully for one year and completed your final exit interview.

**CONTINUOUS IMPROVEMENT:**

As part of our continuous improvement model, we will share your overall experiences anonymously with our year-end faculty and external stakeholders. Your feedback is critical to the continued success of our program.

**LEVEL II TUITION:**

The cost for each level II workshop is \$179.00. If you decide to attend additional workshops beyond the required five, you may do so free of charge.

Please provide a copy of this document to your or principal and/or supervisor.

X *Lisa M. Temple*

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Lisa Temple  
Career Switcher Program Director

By signing this form, you acknowledge and understand your obligation during this phase of the program.

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Career Switcher Level II Candidate

**Revised July 22, 2022**