Summer “To Do” List for CTE Administrators

Key summer tasks for all CTE administrators include:

- Complete CTE program evaluations
- Complete Perkins grant application
- Complete Perkins Program Effectiveness Report (PER)
- Review master schedule issues
  - Both high school and junior high
  - Analysis of fall CTE sections needed -- including looking at specific areas
- Assist with hiring teachers as needed
  - With appropriate credentials!
- Publish non-discrimination statement to the community in several and varied methods:
  - Community newspaper
  - Online communications
  - School publications
- Determine professional development needs and arrange to meet those needs
  - Conferences for teachers & administrators
  - Online professional development
- Prepare teachers to teach new courses
  - Order new instructional materials as needed
  - Refurbish labs as needed
  - Set up new instructional areas as needed
- Facilitate travel for students and teachers qualifying for any national and/or state CTSO conferences according to district policy
- Budget and fiscal management
  - Wrap up this fiscal year budget
  - Review next fiscal year funds
  - Make sure all summer travel reports are received from faculty and processed by end of year deadline.
- Plan budget meetings for faculty for start of year
- Prepare for start of school sections:
  - In-service
  - Documentation for new hires
  - Identification of mentors for new hires
- Plan and take a “summer” moment for yourself!