Mark Your Calendar!
Key Tasks for CTE Administrators

David Berrier, CTE Director, Deer Park ISD
Ann Mulder, CTE Leadership Academy Mentor
CTE Leadership Academy Phase I: Fall Symposium
October 8, 2015
Oh, crap! Was that TODAY?
<table>
<thead>
<tr>
<th>July 2015</th>
<th>August 2015</th>
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<tbody>
<tr>
<td>• Nondiscrimination statement published</td>
<td>• PER due</td>
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<td>• Recruit new teachers</td>
<td>• Perkins grant due</td>
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<tr>
<td>• Prepare Perkins Grant and submit</td>
<td>• New SAAH</td>
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<td>• Prepare PER and submit</td>
<td>• Review PEIMS data</td>
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<td>• Review master schedule</td>
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<td>• Career Prep/practicums</td>
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<td>• Problems &amp; Solutions</td>
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<td>• Staff orientation &amp; development</td>
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<td>• Advisory Committee</td>
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<td>• Meet with counselors</td>
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September 2015
• Review class counts
• Open House
• PEIMS 170 record report
• New CTSOs established
• Career Prep & PAID practicum training plans
• Identify CTE students for PEIMS snapshot
• Compare FTE reports
• Have new teachers submit New CTE Teacher Conference applications

October 2015
• Review preliminary PEIMS data
• Career Prep/practicum students’ employer information & signed training agreements
• Career interest/aptitude tests for 7th & 8th graders
• 1st Advisory Committee meeting
• Budgets to all departments
November 2015
• Prep for CTE Education Week in February
• Compare FTE reports
• Review department expenditures to date
• Begin work on next year’s course catalog

December 2015
• Recruitment plan for pre-registration
• Compare FTE reports

January 2016
• Resolve 2nd semester schedule changes
• Review new semester course offerings
• Review WBL students PEIMS (170 record), job changes, new training agreements
• Review activities planned for CTE Education Week
• Mid-winter professional development for teachers and administrators
February 2016

• Pre-registration activities for high school students
• CTE Education Week/Month activities
• Pre-registration activities for middle school students
• Career interest/aptitude tests for 7th & 8th graders
• Compare FTE reports
• Review department expenditures to date
• CTE program evaluations

March 2016

• Host 2nd Advisory Committee meeting
• Meet with teachers regarding next year’s course offerings
• Conduct equipment inventory
• Compare FTE reports
April 2016

• Close Federal expenditures
• Close local expenditures
• Prepare for staff to attend summer professional development conferences
• Provide input into district and campus improvement plans

May 2016

• Review final FTE report for estimated funding
• Review district STAAR assessment data specific to CTE students
• Be available for questions on PEIMS 415 and 410 records
• Secure number of students who have attained certifications/licensures
June 2016
• Prepare final CTE program report
• Review and compare FTE reports
• Begin preparation of Perkins grant application
• Begin recruitment and hiring of new teachers as appropriate
• **Attend Phase 3 of the CTE Leadership Academy in Austin in June.**

Ongoing
• Verify personnel records and certifications on staff
• Monitor 4-6 year plan development & completion
• Cultivate community partnerships
• Develop relationships with postsecondary institutions
• Collaborate and coordinate with core curriculum, GT, ESL, Special Education, and campus administrators
CTE Administrators Resources

http://cte.tamu.cc.edu