

Mark Your Calendar!

Key Tasks for CTE Administrators

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CTE Leadership Academy Phase I: Fall Symposium

October 8, 2015

Oh, crap!
Was that
TODAY?



REGAN

CTE Annual Task List

July 2015

- Nondiscrimination statement published
- Recruit new teachers
- Prepare Perkins Grant and submit
- Prepare PER and submit

August 2015

- PER due
- Perkins grant due
- New SAAH
- Review PEIMS data
- Review master schedule
- Career Prep/practicums
- Problems & Solutions
- Staff orientation & development
- Advisory Committee
- Meet with counselors

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.tamucc.edu>