

SAMPLE
Year-At-A-Glance
Career and Technical Education Programs

July

- Submit to local newspaper the announcement of Nondiscrimination statement for publication prior to beginning of school year. (Civil Rights Requirement)
- Recruit new teachers for any vacancies in program areas
- Get copies of CTE Teacher's SBEC certifications and keep on file

August

- **PER due August xx**
- **Perkins Grant due August xx**
- Review Legislative Activity.
- Student Attendance Accounting Handbook -Save to your desktop!
- Review initial PEIMS data for new courses listed-check for accuracy
- Review Master Schedule to ensure all CTE courses are properly coded-All CTE courses begin with a 127 or a 130 PEIMS code
- Request itinerary from Career Prep/Practicum teachers who are beginning their year. Remind them of 15 day requirement for training plans. Reminder: Career Prep are PAID only
- Conduct New CTE Staff Orientation
- Conduct CTE Staff Development for all CTE teachers
- Set up Advisory Committee for CTE programs
- Meet with Counselors regarding Programs of Study, impact of schedule changes for CTE students, 6 yr. plans, etc. Bring chocolate!
- Problems and Solutions Research Plans need to be on file by the 15th day.

September

- Have counselors continue review of class counts, monitor and adjust schedules as needed
- Host Open House/Meet Your Teacher Night
- Begin reviewing 4 year plans and coding students for PEIMS snapshot day
- Request PEIMS 170 record report for courses and class counts
- Follow through with establishing new student organizations-FCCLA, HOSA, SkillsUSA, FFA, BPA...
- Complete collection of Career Prep PAID Training Plans and Practicum Training Plans if applicable
- Review and compare 1st 6 weeks Principals and Superintendents FTE report to in-house FTE report

October

- Continue reviewing 4 year plans and coding students for PEIMS snapshot day-Due the last Friday of October!
- Request spreadsheet of Career Prep students and employer information and a copy of signed Training agreements from Career Prep and Practicum teacher2
- 7th and 8th Grade Counselors administer career Interest/Aptitude Test
- 1st Advisory Committee Meeting
- Budgets to departments

November

- Prepare for CTE Education Week in February-order supplies (Reception for counselors-breakfast for CTE teachers...)
- Review and compare 2nd 6 weeks Principals and Superintendents FTE report to in-house FTE report.
- Review department expenditures to date

- Begin working on Course Catalog for next year

December

- Recruitment plan for pre-registration
- Review and compare 3rd 6 weeks Principals and Superintendents FTE report to in-house report

January

- Resolve 2nd semester schedule changes
- Review new semester course offerings
- Review WBL students PEIMS (170 record) data-job changes, new Training Agreements...
- Review activities for CTE Education Week

February

- Begin pre-registration activities for HS students
- CTE Education Week/Month Activities
- Review budget expenditures to date
- Review and compare 4th 6 weeks Principals and Superintendents FTE report to in-house report
- Begin pre-registration activities for MS students-tour of CTE facilities
- Conduct Interest/Aptitude assessment for 7th and 8th graders
- Conduct CTE Program evaluations

March

- Host 2nd Advisory Committee meeting
- Meet with teachers regarding course offerings for next year based on pre-registration numbers
- Conduct equipment inventory
- Review and compare 5th 6 weeks Principals and Superintendents FTE report to in-house report

April

- Close Federal expenditures
- Close local expenditures
- Prepare for staff to attend summer professional development conferences
- Provide input in District and Campus Improvement Plans

May

- Review final FTE report for estimated funding
- Review district assessment data specific to CTE students
- Be available for questions on PEIMS 415 and 410 records for course completers and attendance (only 2 week period to do that)
- Secure number of students in certifications/licensures attained

June

- Prepare final CTE Program report to Superintendent/School Board
- Review and compare 6th 6 weeks Principals and Superintendents FTE report to in-house report