**High School**

**FY2016**

CAREER, TECHNICAL AND AGRICULTURAL EDUCATION

Perkins IV Monitoring and Risk Assessment

**TEAM MEMBER SUMMARY REPORT**

**System Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **School Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**School Chair:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Team Member:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. CLASSROOM/LAB SCHEDULE

|  |
| --- |
| * Class schedule reviewed
* Scheduled time for instruction and lab activities is adequate
* Multiple courses are taught during the same class segment
 |
| **Findings:**  |
| **Recommendation:**  |

1. CAREER RELATED EDUCATION

|  |
| --- |
| * Students are involved in Career Related Education activities (guest speakers, field trips, career fairs, etc.)
* Students are in Career Exploration Activities (mock interviews, portfolios, student presentations, job shadowing, etc.)
 |
| **Findings:**  |
| **Recommendation:**  |

1. WORK BASED LEARNING (WBL) AND YOUTH APPRENTICESHIP (YAP)

|  |
| --- |
| * Previous school year’s self-assessment is available for review (WBL & YAP)
* Plan of Improvement available (WBL & YAP, if appropriate)
* C-Net Reports are complete
* Training plans are on file for all students currently enrolled (appropriate signatures are on all plans)
* Work permits are on file for all students currently enrolled in WBL & YAP
 |
| **Findings:**  |
| **Recommendation:**  |

1. SCHOOL IMPROVEMENT PLANNING

|  |
| --- |
| * School/CTAE Department has an Improvement Plan
* Improvement plan addresses deficiencies in meeting Perkins IV Core Indicators
* CTAE staff serves on school/system improvement committee
 |
| **Findings:**  |
| **Recommendation:**  |

1. PATHWAY COMPLETION

|  |
| --- |
| * Each course offered in the program uses current state standards, objectives, and/or competencies
* For each Pathway offered, all courses required for pathway completion are offered within a two-year time frame
* Percentage of students taking the End of Pathway Assessment in FY2015
* Percentage of students passing the End of Pathway Assessment in FY2015
 |
| **Findings:**  |
| **Recommendation:**  |

1. INDUSTRY CERTIFICATION

|  |
| --- |
| * Program has received industry certification
* Documentation available indicating year of certification/re-certification
 |
| **Findings:**  |
| **Recommendation:**  |

1. PROFESSIONAL DEVELOPMENT

|  |
| --- |
| * Teacher has documentation of participation in local professional development activities
* Teacher has documentation of participation in CTAE specific state/national professional development activities
 |
| **Findings:**  |
| **Recommendation:**  |

1. STUDENT ORGANIZATIONS

|  |
| --- |
| * Program has an active, program specific CTSO with appropriate membership
* Students enrolled in the program participate in local, state, or national leadership and/or competitive events
 |
| **Findings:**  |
| **Recommendation:**  |

1. CLASSROOM/LAB SAFETY

|  |
| --- |
| * Classroom and lab evacuation plans are posted and clearly visible
* If applicable, students are wearing safety glasses
* Evidence that safety is an integral part of the curriculum
* Appropriate safety devices are available (fire extinguisher, eye wash station, etc.)
* Classroom/lab is clean and well-organized
 |
| **Findings:**  |
| **Recommendation:**  |

1. EQUIPMENT AND SUPPLIES

|  |
| --- |
| * Facilities are adequate for the type of program being offered
* Current inventory of equipment is on file and updated annually
* Program has an adequate budget for the purchase of materials and equipment
* Equipment and software meet or exceed current industry standards
* A written plan exists for equipment replacement and upgrades
* The teacher maintains an inventory of all equipment located in the classroom/lab
 |
| **Findings:**  |
| **Recommendation:**  |

1. REINFORCEMENT AND INTEGRATION OF ACADEMICS

|  |
| --- |
| * Evidence exists indicating academics are taught and reinforced in the curriculum
 |
| **Findings:**  |
| **Recommendation:**  |

1. SPECIAL POPULATION STUDENTS

|  |
| --- |
| * Special population students with an IEP receive *appropriate* assistance in the CTAE classroom/lab
* Program has a parapro who assists with special needs students when needed
* The CTAE teacher is involved in the placement of students in the program
* The CTAE teacher attends IEP meetings of students enrolled in the program
 |
| **Findings:**  |
| **Recommendation:**  |

1. NONTRADITIONAL CAREERS

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| --- |
| * Program recruitment materials are nondiscriminatory based on sex, race, color, national origin, or disabilities
* Program has appropriate representation of underrepresented gender
 |
| **Findings:**  |
| **Recommendation:**  |

1. ADVISORY COMMITTEES/INDUSTRY COLLABORATION

|  |
| --- |
| * Program advisory committee meeting minutes are available for the past two (2) years
* At least 50% of the committee members are from business/industry
* Advisory committee has met at least twice per year for the past two years
* Middle school and postsecondary teachers/staff are involved
 |
| **Findings:**  |
| **Recommendation:**  |