**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

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| * 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

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| * 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)

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| * 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

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| * 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

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| * 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

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

1. PROFESSIONAL DEVELOPMENT

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| --- |
| * 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

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| --- |
| * 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

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| * 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

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| --- |
| * 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

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

1. SPECIAL POPULATION STUDENTS

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| * 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

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| --- |
| * 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:** |