Mark Your Calendar!
Key Tasks for CTE Administrators

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CTE Leadership Academy Phase I: Fall Symposium
October 8, 2014
Oh, crap! Was that TODAY?
CTE Annual Task List

July 2014

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

August 2014

• 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 2014
• 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 2014
• 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 2014
• Prep for CTE Education Week in February
• Compare FTE reports
• Review department expenditures to date
• Begin work on next year’s course catalog

December 2014
• Recruitment plan for pre-registration
• Compare FTE reports

January 2015
• 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 2015

- 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 2015

- Host 2nd Advisory Committee meeting
- Meet with teachers regarding next year’s course offerings
- Conduct equipment inventory
- Compare FTE reports
April 2015
• Close Federal expenditures
• Close local expenditures
• Prepare for staff to attend summer professional development conferences
• Provide input into district and campus improvement plans

May 2015
• 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 2015

• 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 June 15 & 16

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