

# LEVY COUNTY SCHOOLS

## CAREER AND TECHNICAL EDUCATION

### PROGRAM EFFECTIVENESS DOCUMENT

PROGRAM \_\_\_\_\_ SCHOOL \_\_\_\_\_

DATE OF EVALUATION \_\_\_\_\_

| Level 1<br>Little or No<br>Development and<br>Implementation   | Level 2<br>Limited Development<br>or Partial<br>Implementation | Level 3<br>Operational Level of<br>Development and<br>Implementation | Level 4<br>Exemplary Level of<br>Development and<br>Implementation |
|--|--|--|--|
| <b>STANDARD 1 – CURRICULUM</b>   |  |  |  |
|  |  |  | <b>Maximum Points = 20</b>   |
| CRITERIA/DOCUMENTATION:  |  |  | Points<br>1 2 3 4  |
| State Approved Courses Taught and Performance Standards Documented   |  |  |  |
| Three Courses in Program offered at School   |  |  |  |
| Courses are taught with an integration of Science and Math   |  |  |  |
| Each course has an appropriate syllabus that includes appropriate course description, instructional philosophy, goals, objectives, major projects instructional delivery plans, assessments plans and grading policies.                      |  |  |  |
| Students are provided with specific expectations as to how class tasks and assignments are to be completed, due dates, the form which they are to be presented and the expected quality of the final product. Rubrics are highly encouraged. |  |  |  |
| Enter comments here:   |  | Total Points Earned:   |  |
| <b>STANDARD 2 – PROGRAM OF STUDY</b>   |  |  |  |
|  |  |  | <b>Maximum Points = 20</b>   |
| CRITERIA/DOCUMENTATION: <i>A rigorous and relevant POS is designed for grades 9 - 12</i>   |  |  | Points<br>1 2 3 4  |
| Program of Study developed with Post-secondary partners and industry   |  |  |  |
| Program of Study is shared with administration and guidance  |  |  |  |
| Program of Study is shared with parents and students   |  |  |  |
| Program of study is updated annually and is on file in classroom   |  |  |  |
| Program of study includes all state required components  |  |  |  |
| Enter comments here:   |  | Total Points Earned:   |  |
| <b>STANDARD 3 – INDUSTRY CERTIFICATION/TECHNICAL SKILLS EXAM</b>   |  |  |  |
|  |  |  | <b>Maximum Points = 20</b>   |
| CRITERIA/DOCUMENTATION:  |  |  | Points<br>1 2 3 4  |
| Students have access to Industry or Technical Skills Exams   |  |  |  |
| 50% of students pass Exam or Improvement Plan in Place   |  |  |  |
| Program in place to prepare students for exam  |  |  |  |
| Instructor evaluates Exam and Tracks student performance   |  |  |  |
| Parents are made aware of Exam Opportunities   |  |  |  |
| Enter comments here:   |  | Total Points Earned:   |  |

| STANDARD 4 – ARTICULATION   |                      | Maximum Points = 20 |
|---|----------------------|---------------------|
| CRITERIA/DOCUMENTATION:   |                      | Points<br>1 2 3 4   |
| Signed Local Articulation Agreement   |                      |                     |
| Gold Standard Agreement through Industry Certification  |                      |                     |
| Teacher participates in alignment of curriculum to post-secondary courses   |                      |                     |
| Students participate in Post-secondary articulation opportunities   |                      |                     |
| Articulation opportunities are made aware to counselors, parents and students   |                      |                     |
| Enter comments here:  | Total Points Earned: |                     |
| STANDARD 5 – WORKBASED LEARNING   |                      | Maximum Points = 16 |
| CRITERIA/DOCUMENTATION: <i>Students at each grade level participate in real world experience, on or off campus via such activities as guest speakers, field trips (including virtual), internships, job shadowing, etc.</i>   |                      | Points<br>1 2 3 4   |
| Students are exposed to guest speakers  |                      |                     |
| Field Trips, Job Shadowing or Internships Provided to Students  |                      |                     |
| School has an on-site work based experience   |                      |                     |
| Career Unit included in curriculum with Career Interest Survey  |                      |                     |
| Other:  |                      |                     |
| Enter comments here:  | Total Points Earned: |                     |
| STANDARD 6 – MARKETING  |                      | Maximum Points = 20 |
| CRITERIA/DOCUMENTATION: <i>Marketing activities promote program awareness to Parents and Community; a total of 3 activities = 3 points; 4 activities = 4 points; 5 activities = 5 points. Suggested Evidence of Marketing or Public Relations are listed below.</i> |                      | Points<br>1 2 3 4   |
| Newsletter submission for CTE Newsletter  |                      |                     |
| Brochures, flyers and printed copies of electronic marketing materials  |                      |                     |
| Program t-shirt/logo and/or uniform to identify program members   |                      |                     |
| Parent Night and/or Awards Ceremony   |                      |                     |
| Program Website is current and identifies ongoing program activities  |                      |                     |
| Other:  |                      |                     |
| Enter comments here:  | Total Points Earned: |                     |
| STANDARD 7 – CAREER AND TECHNICAL STUDENT ORGANIZATION  |                      | Maximum Points = 20 |
| CRITERIA/DOCUMENTATION:   |                      | Points<br>1 2 3 4   |
| CTSO participates in Community/Service Activities   |                      |                     |
| List of Winning Teams Submitted to CTE Office   |                      |                     |
| Program is appropriately affiliated with a corresponding CTSO   |                      |                     |
| District, State or National Level Competition Participation   |                      |                     |
| CTSO is an integral part of the program   |                      |                     |
| Enter comments here:  | Total Points Earned: |                     |

| <b>STANDARD 8 – DATA COLLECTION and ANALYSIS</b>   |                      | <b>Maximum Points = 20</b> |
|--|----------------------|----------------------------|
| CRITERIA/DOCUMENTATION: <i>CTE Staff will assist with the collection and analysis of Data</i>  |                      | Points<br>1 2 3 4          |
| Enrollment by Grade Level to include Ethnicity, Gender   |                      |                            |
| Non-traditional Enrollment   |                      |                            |
| Industry Certification Passage Rate  |                      |                            |
| Graduation Rate  |                      |                            |
| Data Collection Chart Shared with Industry Partners and Administration   |                      |                            |
| Enter comments here:   | Total Points Earned: |                            |
| <b>STANDARD 9 – TEACHER QUALITY</b>  |                      | <b>Maximum Points = 20</b> |
| CRITERIA/DOCUMENTATION:  |                      | Points<br>1 2 3 4          |
| Instructor maintains membership in related State or National Professional Organization   |                      |                            |
| Instructor participates in District Staff Development Activities   |                      |                            |
| Instructor has Reading Endorsement or participates in Reading Activities (?)   |                      |                            |
| Instructor has received Industry Certification/Credential/Professional License   |                      |                            |
| Instructor has attended a CTE Program related meeting or conference  |                      |                            |
| Other:   |                      |                            |
| Enter comments here:   | Total Points Earned: |                            |
| <b>STANDARD 10 – INSTRUCTIONAL MATERIALS &amp; BUDGET</b>  |                      | <b>Maximum Points = 20</b> |
| CRITERIA/DOCUMENTATION:  |                      | Points<br>1 2 3 4          |
| Adequate Instructional materials, are five years old or less, support state approved standards and objectives and are available to all students. |                      |                            |
| Adequate equipment is provided, up-to-date and aligned with program objectives.  |                      |                            |
| Students have access to computers in classroom.  |                      |                            |
| Annual budget is utilized in a timely manner.  |                      |                            |
| Instructor submits request and needs each spring to CTE Department   |                      |                            |
| Enter comments here:   | Total Points Earned: |                            |
| <b>STANDARD 11 – SAFE PRACTICES ARE IMPLEMENTED</b>  |                      | <b>Maximum Points = 16</b> |
| CRITERIA/DOCUMENTATION:  |                      | Points<br>1 2 3 4          |
| Federal, state, and district health and safety policies and procedures are utilized.   |                      |                            |
| Classrooms and laboratories are safe and clear of clutter.   |                      |                            |
| Classrooms and laboratories are equipped with appropriate safety and first aid equipment.  |                      |                            |
| Appropriate safety procedures are posted in a prominent location and are reviewed with students frequently.                                      |                      |                            |
| Other:   |                      |                            |
| Enter comments here:   | Total Points Earned: |                            |
| <b>STANDARD 12– RECRUITMENT ACTIVITIES</b>   |                      | <b>Maximum Points = 20</b> |
| CRITERIA/DOCUMENTATION:  |                      | Points<br>1 2 3 4          |
| Participate in School Open House with Displays   |                      |                            |
| Recognize students with Industry Certification at Academic Awards Banquet  |                      |                            |

|  |                      |                            |
|--|----------------------|----------------------------|
| Develop Marketing Materials  |                      |                            |
| Create Logo and Host Current Information on Website  |                      |                            |
| Participate in Community Events  |                      |                            |
| Enter comments here:   | Total Points Earned: |                            |
| <b>STANDARD 13 – ADVISORY COMMITTEE</b>  |                      | <b>Maximum Points = 12</b> |
| CRITERIA/DOCUMENTATION: <i>An active advisory committee is established with at least 8 members</i> |                      | Points<br>1 2 3 4          |
| Advisory Board agendas (2 minimum) with minutes (2 points)   |                      |                            |
| Business person chairs committee (1 point)   |                      |                            |
| End of Year Report (2 Point)   |                      |                            |
| Enter comments here:   | Total Points Earned: |                            |

## RESULTS OF EVALUATION

| POINTS BREAKDOWN |  |  |  |  |
|------------------|--|--|--|--|
| STANDARD         | Level 1<br>Little or No<br>Development and<br>Implementation | Level 2<br>Limited Development<br>or Partial<br>Implementation | Level 3<br>Operational Level of<br>Development and<br>Implementation | Level 4<br>Exemplary Level of<br>Development and<br>Implementation |
| 1                |  |  |  |  |
| 2                |  |  |  |  |
| 3                |  |  |  |  |
| 4                |  |  |  |  |
| 5                |  |  |  |  |
| 6                |  |  |  |  |
| 7                |  |  |  |  |
| 8                |  |  |  |  |
| 9                |  |  |  |  |
| 10               |  |  |  |  |
| 11               |  |  |  |  |
| 12               |  |  |  |  |
| 13               |  |  |  |  |
| TOTALS           |  |  |  |  |

### Programs of Study:

|                |         |             |         |
|----------------|---------|-------------|---------|
| Underdeveloped | 0-100   | Established | 176-225 |
| Developing     | 101-175 | Exemplary   | 226-260 |

Points Earned \_\_\_\_\_