

Career and Technical Education Director (Ed 614.10) Self-Assessment Worksheet

Ed 614.10 Career and Technical Education Director

Directions: This matrix worksheet should be completed by the program. It should contain information that serves as an index or guide for the reviewers as they review all evidence provided. Evidence referenced on this worksheet should be clearly marked according to the standards. The same piece of evidence may meet more than one standard. Please reference specific parts of evidence whenever possible, particularly for large pieces of evidence.

Ed 614.10 CAREER AND TECHNICAL EDUCATION DIRECTOR: A career and technical education director program shall provide the student with skills, competencies and knowledge through a combination of academic and supervised practical experiences in the following areas:	DESCRIPTION OF HOW THE PROGRAM ADDRESSES THE STANDARD. INDICATE THE RELATIONSHIP TO ED 610.02 PROFESSIONAL EDUCATION STANDARDS (IF ANY).	DESCRIPTION OF THE ASSESSMENT SYSTEM USED TO PROVIDE EVIDENCE AND DATA AND TO INFORM CONTINUOUS IMPROVEMENT.
(a) The principles and techniques of effective human resource management, including the following relating to career and technical education personnel: <ol style="list-style-type: none"> (1) Recruitment and selection; (2) Assignment and deployment of personnel; (3) Supervision; (4) Instructional leadership and support; and (5) Evaluation; 		
(b) Fiscal management in the development and administration of a budget;		
(c) Preparation and management of state and federal fund budgets;		
(d) Preparation of state and federal applications and proposals;		
(e) Maintenance of records and inventory of all buildings, equipment and supplies;		

<p>(f) Preparation and submittal of all state and federal reports as required by law;</p>		
<p>(g) Solicitation of input from students, parents, school administrators at the secondary and postsecondary level, teachers at the secondary and postsecondary level, and the business community in the region served by a career and technical education center and consideration of that input in the development of:</p> <ol style="list-style-type: none"> (1) Data collection; (2) School calendars; (3) Scheduling; (4) Transportation; and (5) Budgets; 		
<p>(h) Leadership of career and technical education competency-based programs at a center designated as a regional center under RSA 188-E, including:</p> <ol style="list-style-type: none"> (1) Regional agreements; (2) Program promotion and marketing; (3) Student recruitment and retainment; (4) Admissions policies; (5) Regional and program advisory committees; and (6) Career and technical student organizations; 		
<p>(i) The principles and techniques of leadership for learners including:</p> <ol style="list-style-type: none"> (1) Theories of human development, adult learning, and motivation and the ability to apply this knowledge to conduct effective professional development for beginning and experienced educators; (2) Theories, principles, and best practices of staff supervision and evaluation and their link to effective implementation of competency-based instruction and assessment; 		

<p>(3) A variety of theories, principles, and best practices for needs-based professional development programs that support the goals of the school district’s improvement plan;</p> <p>(4) The value of assessing, using, and conducting research to improve student learning;</p> <p>(5) The development of comprehensive systems of education that foster success for all students, including students with disabilities as well as gifted and talented students;</p> <p>(6) Planning and facilitating the implementation of a developmentally appropriate standards competency-based comprehensive curriculum, instruction, and assessment program that includes the effective use of data to improve student learning;</p> <p>(7) The reporting and use of assessment results to:</p> <ul style="list-style-type: none"> a. Inform the school community; b. Develop school action plans, and; c. Modify school programs; and <p>(8) The integrated use of technology, telecommunications and information systems to support curriculum, instruction, and assessment;</p>		
<p>(j) In-depth understanding of the relevancy between career and technical program offerings and the needs of business and industry on a regional and state-wide basis that includes:</p> <ul style="list-style-type: none"> (1) An understanding of the up-to-date employment needs of business and industry with an ability to direct program outcomes to align with these needs; (2) An understanding of utilizing labor market data to direct program outcomes and 		

<p>consistent communication with business and industry to ensure relevance; and (3) Rigor in all career and technical education programs;</p>		
<p>(k) Solicitation of input from parents, school administrators, teachers, and the business community in the region served by a career and technical education center and consideration of that input in the development and implementation of: (1) Competency-based curriculum; (2) State performance indicators relating to data-driven curriculum and student assessment; (3) Formulation of short- and long-range improvement plans; (4) Use of technology in support of all school operations; and (5) Providing customized training programs for businesses, industry, labor and government as they relate to economic trends and programming at the center;</p>		
<p>(l) Relationship of career and technical education to all other curricular areas fostering the integration of the New Hampshire curriculum frameworks as is consistent with RSA 193-C:3, III, and all aspects of industry into the career and technical program curriculum;</p>		
<p>(m) Management of career and technical programs which includes purchasing of equipment and supplies and supervising and maintaining laboratory facilities;</p>		
<p>(n) Implementation of the federal, state, and local laws and policies relating to legal requirements for schools,, contract management and safe environments and incorporating appropriate safety standards in all learning areas; and</p>		

(o) Participation in professional organizations relating to career and technical education and career and technical administration.		
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Source. #8229, eff 12-17-04; ss by #10276, eff 2-22-13