



**Career and Technical Education
Program Effectiveness Document**

School Year: _____ Date of Evaluation: _____

Program: _____ School: _____

Person Completing Form: _____

- Level 1:** Little or No Development and Implementation
- Level 2:** Limited Development or Partial Implementation
- Level 3:** Operational Level of Development and Implementation
- Level 4:** Exemplary Level of Development and Implementation

Standard 1 – Curriculum	Maximum Points = 20
Criteria/Documentation:	Points 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.	
Comments:	<u>Total Points</u>

Standard 2 – Program of Study	Maximum Points = 20
Criteria/Documentation: <i>A rigorous and relevant POS is designed for grades 9-12</i>	Points 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	
Comments:	<u>Total Points</u>

Standard 3 – Industry Certification/Technical Skills Exam	Maximum Points = 20
Criteria/Documentation:	Points 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	
Comments:	<u>Total Points</u>

Standard 4 – Articulation	Maximum Points = 20
Criteria/Documentation:	Points 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	
Comments:	<u>Total Points</u>

Standard 5 – Work-based Learning	Maximum Points = 20
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 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	
Junior Achievement offered	
Comments:	<u>Total Points</u>

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 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:	
Comments:	<u>Total Points</u>

Standard 7 – Career and Technical Student Organization	Maximum Points = 20
Criteria/Documentation:	Points 1 2 3 4
CTSO participates in Community/Service Activities	
List of District Officers Submitted to CTE Office	
Program is appropriately affiliated with a corresponding CTSSO	
District, State or National Level Competition Participation	
CTSO is an integral part of the program	
Comments:	<u>Total Points</u>

Standard 8 – Data Collection and Analysis	Maximum Points = 20
Criteria/Documentation: <i>CTE Staff will assist with the collection and analysis of Data</i>	Points 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	
Comments:	<u>Total Points</u>

Standard 9 – Teacher Quality	Maximum Points = 20
Criteria/Documentation:	Points 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:	
Comments:	<u>Total Points</u>

Standard 10 – Student Access and Equity	Maximum Points = 20
Criteria/Documentation:	Points 1 2 3 4
Instructional program encourages the elimination of gender bias and stereotyping (Provide examples of recruitment and promotional materials that include diverse populations – genders race, color, national origin, or disabilities.)	
Education environment honors diversity and respect of each individual. (Provide evidence of attempts to increase enrollment of special populations, especially male/female enrollments in programs considered nontraditional for their gender.)	
Fair and impartial practices and assessments are incorporated into the classroom to facilitate academic achievement of all students. (Provide evidence of 504 and/or ESE accommodations and ESOL strategies.)	
Facility is free from barriers that would result in the denial of access to persons on the basis of gender, race, color, national origin, or disability. (Poster posted in classroom)	
The entire curriculum is available and marketed to all students.	
Comments:	<u>Total Points</u>

Standard 11 – Instructional Materials & Budget	Maximum Points = 20
Criteria/Documentation:	Points 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	
Comments:	<u>Total Points</u>

Standard 12 – Facilities	Maximum Points = 20
Criteria/Documentation:	Points 1 2 3 4
Program facilities are consistent with program standards and objectives	
Environmental factors such as air and water temperature, noise, ventilation, light, and particulate control are maintained at appropriate levels	
Classroom and laboratories are clean, properly maintained and in good repair to provide an environment conducive to learning	
Facility repairs and improvement requests are submitted and resolved in a timely manner.	
Instructor workstations are adequate and appropriately equipped.	
Comments:	<u>Total Points</u>

Standard 13 – Safe Practices are Implemented	Maximum Points = 20
Criteria/Documentation:	Points 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.	
Appropriate safety procedures are reviewed with students frequently.	
Other:	
Comments:	<u>Total Points</u>

Additional Standards for Magnet Career Academies

Standard 14 – Recruitment Activities	Maximum Points = 20
Criteria/Documentation:	Points 1 2 3 4
Attend Career Academy Forum	
Sponsor and Organize Open House	
Develop Marketing Materials	
Create Logo and Host Current Information on Website	
Participate in Community Events	
Comments:	<u>Total Points</u>

Standard 15 – Internships	Maximum Points = 20
Criteria/Documentation:	Points 1 2 3 4
Organize field trips or introductory workforce activities for 9 th grade cohort	
Organize Job Shadowing Opportunities for students	
Organize Internships for students	
Prepare students for the transition from classroom to business through appropriate employability skills training (i.e. Junior Achievement; mock interviews, etc.)	
Provide in house, hands on training opportunities	
Other:	
Comments:	<u>Total Points</u>

Standard 16 – Advisory Committee	Maximum Points = 20
Criteria/Documentation: <i>An active advisory committee is established with at least 8 members</i>	Points 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)	
Comments:	<u>Total Points</u>

Standard 17 – National Career Academy Standards	Maximum Points = 20
Criteria/Documentation:	Points 1 2 3 4
Mission Statement	
Written Goals Developed annually	
Meets Local Economic Needs	
Portfolio or Capstone Project (Capstone Project may include Clinical Rotation or Internship)	
End of Year Program specific for Academy	
Comments:	<u>Total Points</u>

Results of Evaluation

Points Breakdown				
Standard	Level 1 Little or No Development and Implementation	Level 2 Limited Development or Partial Implementation	Level 3 Operational Level of Development and Implementation	Level 4 Exemplary Level of Development and Implementation
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
Totals				
Academy Requirements				
14				
15				
16				
17				
Totals				

Programs of Study

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

Career Academy

Developing: 220-280
 Established: 281-320
 Exemplary: 321-340

Points Earned: _____

Program/Academy Level: _____