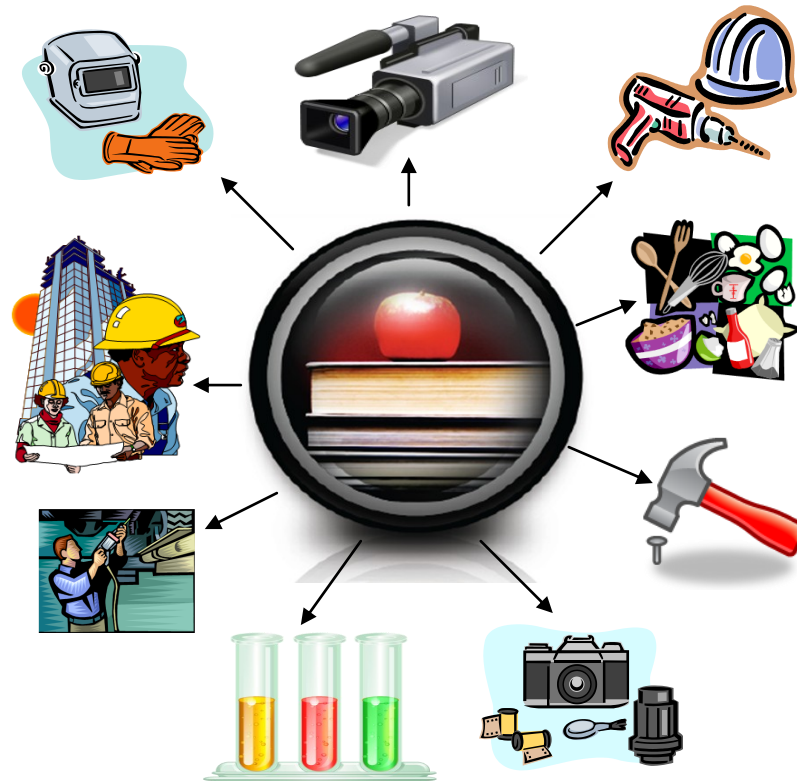


Elements of a High-Quality CTE Program

Program Assessment Tool



Creating 21st Century Career Choices for all Students

Career Technical Education Steering Committee

Campbell Union High School District • East Side Union High School District • Gilroy Unified School District • MetroEd District • Morgan Hill Unified School District • Palo Alto Unified School District • San Benito High School District • San Jose Unified School District • Santa Clara Unified School District • Santa Clara County Office of Education

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1. LEADERSHIP AT ALL LEVELS				
Yes	No	What is Being Assessed	Examples of Evidence	Comments
		Staff participate in CTE leadership and professional development activities.	<ul style="list-style-type: none"> Dates and names of activities 	
		District and County staff participate in leadership and professional development activities.	<ul style="list-style-type: none"> Dates and names of activities 	

2. HIGH-QUALITY CURRICULUM AND INSTRUCTION				
Yes	No	What is Being Assessed	Examples of Evidence	Comments
		The curriculum is aligned with the state's CTE Model Curriculum Standards and Frameworks.	<ul style="list-style-type: none"> Review curriculum document CTE On-line 	
		There are work-based learning opportunities available for students through industry partnerships, ROP, adult schools, work experience, etc.	<ul style="list-style-type: none"> List of WBL sites Percent of students participating 	
		The course is industry certified, approved UC a-g, or articulated with a community college.	<ul style="list-style-type: none"> Copy of certification or licensure Copy of UC approval list; articulation agreements 	
		There is collaboration between academic and CTE teachers.	<ul style="list-style-type: none"> Agenda / Minutes / Sign-In Sheets 	
		Technology is incorporated into program instruction.	<ul style="list-style-type: none"> Program-based software Program-related, technology advanced equipment 	

3. CAREER EXPLORATION AND GUIDANCE				
Yes	No	What is Being Assessed	Examples of Evidence	Comments
		Career guidance activities are ongoing and include the dissemination of career opportunity and career path information to students, parents, and counselors.	<ul style="list-style-type: none"> List of activities List of career path information sent to parents, counselors, and students 	

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3. CAREER EXPLORATION AND GUIDANCE (continued)				
Yes	No	What is Being Assessed	Examples of Evidence	Comments
		CTE instruction includes career planning, employability skills, articulation options, and other relevant career path information.	<ul style="list-style-type: none"> • Lesson plans • List of activities 	
4. STUDENT SUPPORT AND STUDENT LEADERSHIP DEVELOPMENT				
Yes	No	What is Being Assessed	Examples of Evidence	Comments
		An Official Career Technical Student Organization (CTSO) has been chartered by the State Association or has been applied for. If an alternative student CTSO is in place, please provide detail.	<ul style="list-style-type: none"> • Copy of CTSO document • Agenda / Minutes / Sign-In Sheets 	
		Leadership activities are embedded in the CTE course.	<ul style="list-style-type: none"> • List of Leadership Activities – lesson plans or curriculum • Percent of students participating • Evidence of student achievement • List of student organization involvement in community or school-related activities 	
5. INDUSTRY PARTNERSHIPS				
Yes	No	What is Being Assessed	Examples of Evidence	Comments
		The Local CTE Advisory Committee(s) meets at least once each year.	<ul style="list-style-type: none"> • List of advisory members/Titles/Industries; list of educators • Agenda / Minutes / Sign-In sheets/Emails 	
		Business/Industry is involved in student learning activities.	<ul style="list-style-type: none"> • List of activities – job shadowing, speakers • Percent of Industry participation 	
		Business/Industry is involved in the development and validation of the curriculum.	<ul style="list-style-type: none"> • List of advisory members & industries • Agenda / Meeting Minutes / Sign in Sheets 	

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5. INDUSTRY PARTNERSHIP (continued)				
Yes	No	What is Being Assessed	Examples of Evidence	Comments
		Labor Market demand has been documented for program.	<ul style="list-style-type: none"> • Labor market projections 	
		There are industry certification standards and industry certificates for students who achieve industry-recognized skill and knowledge requirements.	<ul style="list-style-type: none"> • Copy of certification standards • Percent of students receiving certification 	

6. SYSTEM ALIGNMENT AND COHERENCE				
Yes	No	What is Being Assessed	Examples of Evidence	Comments
		A Program of Study, with a post-secondary institution, has been developed.	<ul style="list-style-type: none"> • Industry Sector/ Career Pathway identified • Articulation, UC a-g, technical school • Sequence documents 	
		The course is an essential part of an approved CTE sequence of courses.	<ul style="list-style-type: none"> • Document identifying sequence • Meeting dates for collaborative time with others in identified sequence 	
		Staff has attended and participated in Tech Prep activities.	<ul style="list-style-type: none"> • Sign in sheets • Articulated courses 	

7. EFFECTIVE ORGANIZATIONAL DESIGN				
Yes	No	What is Being Assessed	Examples of Evidence	Comments
		Students participate in after-school, extended-day, etc. for career exploration, projects, e-mentoring and work-based learning connected to in-class curricula.	<ul style="list-style-type: none"> • Percent of students who participate • List of WBL activities • Signed WBL agreements 	
		Students are provided practical applications and experiences through actual or simulated work-based learning assignments.	<ul style="list-style-type: none"> • Lesson plans • Sample of students assessments 	

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7. EFFECTIVE ORGANIZATIONAL DESIGNS (continued)				
Yes	No	What is Being Assessed	Examples of Evidence	Comments
		Technology is used for distance learning and/or other career related opportunities	<ul style="list-style-type: none"> Distance learning activities Internet CTE research project completed by students 	

8. SYSTEM RESPONSIVENESS TO CHANGING ECONOMIC DEMANDS				
Yes	No	What is Being Assessed	Examples of Evidence	Comments
		Curriculum is relevant to both current and future workforce needs.	<ul style="list-style-type: none"> Minutes showing business/industry input to curriculum 	
		There is sufficient funding to cover the costs of necessary equipment and facilities.	<ul style="list-style-type: none"> Documented costs over last 2 years; Assessment of on-going costs 	
		There is consistent and reliable data about regional economic and labor markets for planning programs.	<ul style="list-style-type: none"> Labor market reports both regional and global. 	

9. SKILLED FACULTY AND PROFESSIONAL DEVELOPMENT				
Yes	No	What is Being Assessed	Examples of Evidence	Comments
		CTE teacher has the appropriate credential for teaching the subject(s) assigned.	<ul style="list-style-type: none"> Approved by local credential office 	
		CTE teacher has attended teacher technical professional development activities throughout the year.	<ul style="list-style-type: none"> List of teacher technical development activities such as staff exchange, technical conferences, industry certification training, etc. 	

10. EVALUATION, ACCOUNTABILITY AND CONTINUOUS IMPROVEMENT				
Yes	No	What is Being Assessed	Examples of Evidence	Comments
		Program improvements are developed and implemented based on an analysis of prior-year program accountability data from Perkins.	<ul style="list-style-type: none"> Meeting notes Improvement plan 	

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10. EVALUATION, ACCOUNTABILITY AND CONTINUOUS IMPROVEMENT (continued)				
Yes	No	What is Being Assessed	Examples of Evidence	Comments
		Student academic achievement in Math and ELA is analyzed and used to improve student achievement.	<ul style="list-style-type: none"> • CAHSEE scores in Math and ELA are at the proficient level of 380 or above • Meeting dates, discussion points 	
		A comprehensive assessment system is used to measure student competence in the application of CTE and academic knowledge and skills required in the program area.	<ul style="list-style-type: none"> • Assessments used 	

11. CTE PROMOTION, OUTREACH, MARKETING AND COMMUNICATION				
Yes	No	What is Being Assessed	Examples of Evidence	Comments
		There is a systematic plan to promote the course to all concerned groups, including, but not limited to; students, parents, counselors, site and district administrators, and post-secondary agencies.	<ul style="list-style-type: none"> • Copy of plan • Date and type of activities such as web page, career fairs, open house, serving on program related committees 	
		There is a plan to recruit new students into the program on an annual basis.	<ul style="list-style-type: none"> • Copy of plan such as feeder school meetings 	