***Cluster or Program of Study\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Teacher\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Date of Evaluation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Campus: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Number of Students Served\_\_\_\_\_\_\_\_\_\_\_\_\_\_***Please make the appropriate response to each item below using the following key.

**1. Poor or Non-Existent 4. Exceeds Quality  
2. Below Quality 5. Superior Quality  
3. Meets Quality NA. Not Applicable**

The following statements are to be used by the evaluation team in reviewing the Career and Technical Education program identified above. Each item identifies a characteristic related to providing a quality Career and Technical Education program.

1. **Facilities and Equipment**

*Facilities and Equipment meet current technological/industry requirements for teaching the essential elements as evidenced by:*

1. The facility is arranged, organized and maintained to ensure a safe and appropriate environment for effective student learning. Visual Inspection

1  2  3  4  5

|  |  |
| --- | --- |
| Poor | Superior |

2. Tools, software and/or equipment provided in the instructional areas are comparable to those used in the business and or industry. Advisory Validation Sheet

1  2  3  4  5

|  |  |
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| Poor | Superior |

3. Safety procedures are reviewed, and protective equipment, including fire extinguishers, are accessible and the proper usage of such equipment is included in the instructional program. Safety Lesson Plan

1  2  3  4  5

|  |  |
| --- | --- |
| Poor | Superior |

1. **Instructional Objectives, Occupational Competencies, and Essential Knowledge and Skills**

*Instructional Objectives are competency based, are developed from the appropriate essential knowledge and skills and are supported by:*

1. The local advisory committee participates in the annual review and update of the instructional objectives to ensure the relevance to current technology practices in business and industry and the need for the program. Industry/Advisory Board Call Card

1  2  3  4  5

|  |  |
| --- | --- |
| Poor | Superior |

2. The student organization is active and focuses on activities that reinforce the related Career and Technical Education instructional program. CTSO Charter (Template Attached pg. 6)

1  2  3  4  5

|  |  |
| --- | --- |
| Poor | Superior |

3. Student learning activities align with current practices in business, industry or technology. TEKS

1  2  3  4  5

|  |  |
| --- | --- |
| Poor | Superior |

4. Class enrollments are appropriate for safe and effective learning. Class Rosters

1  2  3  4  5

|  |  |
| --- | --- |
| Poor | Superior |

5. The teacher participates in professional development conferences that enhance teaching effectiveness and knowledge of and/or skills in state-of-the-art practices in business, industry and technology. Professional Development Transcript (5 Years)

1  2  3  4  5

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| --- | --- |
| Poor | Superior |

6. An employer/ training sponsor evaluation is on file for each student enrolled in the practicum or career preparation course. Training Plan Binder

1  2  3  4  5  NA

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| --- | --- |
| Poor | Superior |

7. The teacher communicates effectively with parents/guardians in regards to positive behavior, attendance, discipline and other school events. Phone Log pg. 7

1  2  3  4  5  NA

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| --- | --- |
| Poor | Superior |

1. **Instructional and Resource Materials**

*Instructional and resource materials that are appropriate to provide instruction in the essential elements and are available in sufficient quantities for class enrollments as evidenced by:*

1. The teacher is involved in the selection and acquisition of current instructional materials and supplies necessary to conduct a quality program of instruction, including applied activities. PR’s and quotes for materials and resources purchased.

1  2  3  4  5

|  |  |
| --- | --- |
| Poor | Superior |

2. Students have maximum use and benefit of an up-to-date classroom and reference/technical library either in print or online. Visual Inspection/Lab Reservations.

1  2  3  4  5

|  |  |
| --- | --- |
| Poor | Superior |

3. Instructional materials are appropriate, sufficient, relevant, and current to accommodate student learning styles. Visual Inspection

1  2  3  4  5

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| --- | --- |
| Poor | Superior |

1. **Methods of Instruction**

*Teaching methodologies have been planned to include an assortment of strategies for meeting instructional objectives and varying student needs as evidenced by:*

1. Appropriate accommodations are made for students with special needs including disabled, ELL’s, special population students, minorities and students with gifted abilities. Students Identified (Mods binder/ EL binder).

1  2  3  4  5

|  |  |
| --- | --- |
| Poor | Superior |

2. Curriculum is enriched with resources (speakers, field trips, job shadowing, computer technology, internet research, etc.) Template Attached pg. 8

1  2  3  4  5

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| --- | --- |
| Poor | Superior |

3. Bias-free instructional materials are used and instruction reflects nondiscriminatory practices.

1  2  3  4  5

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| --- | --- |
| Poor | Superior |

1. **Opportunities for Employment and Industry Certification**

*The instructional program is preparing students for existing or projected employment opportunities as well as industry certifications as evidenced by:*

1. Information on current and emerging occupations in business and industry is collected, reviewed annually, and shared with students. Industry Report (Workforce or other)

1  2  3  4  5

|  |  |
| --- | --- |
| Poor | Superior |

2. The Career and Technical Education program provides training for students to earn industry certifications within cluster program of study. Certifications offered (Template attached pg 9)

1  2  3  4  5

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| --- | --- |
| Poor | Superior |

**Summary Evaluation**

The Commendable Components (strengths of the program)

Components requiring improvements:

Recommended action to improve the overall program.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| CTSO Charter 2019-2020 | | | | |
|  | Teacher: | | | |
|  | Program of Study: | | | |
|  |  |  |  |  |
|  | Student | ID | Grade | Course |
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| **Phone Log** | |  |  |
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| **Student Name** | **Date** | **Reason for Call** | **Notes** |
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**Curriculum Enrichment**

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| --- | --- | --- | --- |
| Enrichment Opportunity | Date(s) | Location | Students Served  (Course and # of students) |
| Ex: Guest Speaker: Border Patrol | 10/25/2018 | B102 | Principles of Law  30 |
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**Certifications Offered**

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| --- | --- | --- | --- | --- |
|  | Certification Name | Teacher Offering | Course | Students Testing |
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**CTE Calling Card**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business or Organization \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Industry\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Best Number to Reach You: \_(\_\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Alternate Contact Person\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I am interested in helping with the following:**

**(Check all that apply)**

1. Field trips to your place of business \_\_\_\_\_
2. Be a guest speaker in one of our classes \_\_\_\_\_
3. Welcome students to experience 2 hours of job shadowing \_\_\_\_\_
4. Welcome students in the summer to join you for a two week internship \_\_\_\_\_
5. Scholarships for Students \_\_\_\_\_
6. Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**WE APPRECIATE YOU! PLEASE EXPECT OUR CALL**

|  |  |
| --- | --- |
| Teacher Feedback Industry Feedback | |
| **Equipment:** |  |
| **Tools:** |  |
| **Software:** |  |
| **Curriculum/Textbooks**: |  |
| **Certifications:** |  |
| **Skills Taught:** | signature |

**Industry Partner Signature**

**Teachers' Signatures**

