



Career and Technical Education Program Evaluation

HEALTH SCIENCE

STEM SCIENCE

FAMILY & CONSUMER SCIENCE

X BUSINESS & MARKETING

SKILLED & TECHNICAL SCIENCE

AGRICULTURAL EDUCATION SCIENCE

This document was developed to assist in evaluating Career and Technical Education Programs throughout the district. Quality CTE programs are those which meet program criteria based on the quality indicators provided. The criteria is based on RCW 28A.700.010; Career and Technical Education Program Standards (Foundation; Exploratory; and Preparatory); Perkins Act of 2006 (Section 113 (2) (A); Section 134 (3) through (12); and Perkins Assurances. The goal of the evaluation process is to assist in improving programs. Documentation for each standard must be available upon request. This document is to be used as the basis for the following processes:

- 1. Annual CTE Program Evaluation**
- 2. Five-Year Program Re-Approval**

The review will determine ratings for the following quality indicators. Programs will develop a plan to meet established Criteria and Quality Indicators including the specific issue to be addressed, action Item, target date for completion, and when action is completed.

Unsatisfactory/Missing:	Basic/Developing:	Proficient/Fully Implemented:	Distinguished/Best Practice:
- At least one indicator is not met or missing	-All indicators are met or present	-All indicators are met or present -Evidence that work is moving beyond compliance -Evidence that work is beginning to use best practice	-All indicators are met or present -Work is beyond compliance and has established systemwide acceptance -Work is using best practice

EDUCATOR LICENSING

CRITERIA 1:				
<input type="checkbox"/> All instructors are licensed and appropriately endorsed and current.				
QUALITY INDICATORS				
1.1 The instructor is licensed and appropriately endorsed to teach all corresponding courses / programs. Using the ratings below, determine the instructor endorsement status for each course / program taught.				
				Comments
<input type="checkbox"/>	The instructor holds a valid CTE teaching certificate for the content area in which he or she is assigned.			On file in CTE Office
<input type="checkbox"/>	The instructor holds a current First Aid and CPR card.			On file in CTE Office
<input type="checkbox"/>	The instructor is on track for renewal of certification.			On file in CTE Office
<input type="checkbox"/>	The instructor has Certifications required by industry.			On file in CTE Office, as needed.
<input type="checkbox"/>	The instructor, if on a probationary or conditional certificate, has an updated teacher PDP on file.			On file in CTE Office, as needed.
<input type="checkbox"/>	Program Advisory board has approved instructor.			Included in 5-year program plan and GAC approves all hiring practices.
<input type="checkbox"/>	The instructor has Work based learning endorsement, if required for CTE courses/programs teaching.			On file in CTE Office, as needed.
Unsatisfactory	Basic	Proficient	XXX	Distinguished
Evidence/Artifact Excel and hard copies in CTE Office. 3 Internal audits a year.				
Additional Information and/or Comments: By district practice, both Human Resources and the CTE Office monitors teacher certification. The CTE Office provides direct support and audits teacher's certifications and First Aid/CPR. We have rated ourselves as PROFICIENT, as we have instructors on Conditional Certifications, and any and all certifications needed/required are held by our instructors and the district supports all costs related to these.				

CURRICULUM, INSTRUCTION AND EVALUATION

CRITERIA 2				
<p>Curriculum, instruction, and evaluation are based on the state-approved standards and frameworks The career education program has a written curriculum for each course with a balance among classroom/laboratory instruction, leadership, and personal learning.</p>				
QUALITY INDICATORS				
<input type="checkbox"/>	2.1 Each course offered in the program is approved by the Office of Superintendent of Public Instruction (OSPI) and aligned with a current approved framework.			
<input type="checkbox"/>	2.2 Each course is aligned with CIP Code descriptions.			
<input type="checkbox"/>	2.3 Each course offered uses state approved standards, objectives, and competencies.			
<input type="checkbox"/>	2.4 Curriculum is based on occupational need and developed and maintained in consultation with program specific advisory committee. Labor market data is used to demonstrate occupational need			
<input type="checkbox"/>	2.5 Courses and programs relate to state or regional occupational opportunities and prepare students for postsecondary opportunities or entry into high skills, high wage jobs in current and emerging occupations.			
<input type="checkbox"/>	2.4 Program articulates with related post-secondary training, education programs and/or apprenticeships. Written agreements (dual enrollment, articulation, internships, etc.) are developed, implemented and updated regularly allowing students to earn dual credit through CTE Dual Credit, AP, or other agreements or programs.			
<input type="checkbox"/>	2.5 Program prepares students for current and future workforce entry, state or nationally approved apprenticeship, or post-secondary education in related field.			
<input type="checkbox"/>	2.7 The curriculum is reviewed annually and revised as necessary to reflect changes occurring in industry, student needs, and instructional technology.			
Unsatisfactory	Basic	Proficient	Distinguished	<p>Evidence/Artifact 5-year plans, Skills Gap Document, Advisory minutes, articulation agreements, IRCs, OSPI frameworks</p>
<p>Additional Information and/or Comments: All courses in the pathway have an OSPI approved framework and are currently going through the Program Re-approval process. The courses are aligned with CIP code descriptions and teachers are authorized by OSPI to teach the course. Each course has curriculum that is mapped to State, National, and industry standards that provide opportunities for students to prepare for post-secondary options.</p> <p>There are two advisory committees for this pathway, one for Business and Marketing and the other for Computer Science. These groups review economic outlook data and skills gap information for King County and Washington to determine what the future employment needs will be, and work to provide CTE courses that will prepare students for these types of employment.</p>				

Many of the Business, Marketing, and Computer Science courses offer dual credit opportunities through articulation agreements with Renton Technol College and college credit opportunities through Advanced Placement and International Baccalaureate programs. We will begin to draft additional course articulations with Pacific Northwest College Credit (PNWCC) consortium. PNWCC is a consortium made up of Bellevue College, Cascadia College, Edmonds Community College, Lake Washington Institute of Technology, and Shoreline Community College.

ACADEMIC INTEGRATION

CRITERIA 3				
The program teaches and assesses academic integration within the program.				
QUALITY INDICATORS				
<input type="checkbox"/>	3.1 Each course integrates coherent and rigorous content aligned with challenging academic learning standards and relevant career and technical education program standards to ensure learning in: <ul style="list-style-type: none"> • Core academic subjects, and • Career and Technical Education subjects 			
<input type="checkbox"/>	3.2 Demonstrate application of state and national core learning standards in context of preparing for living, learning, and working			
<input type="checkbox"/>	3.3 If an exploratory courses/programs, demonstrates foundational and career cluster specific skills required to meet current industry and nationally defined standards <ul style="list-style-type: none"> • Teach to current industry and nationally defined standards as evidenced in curriculum frameworks, endorsed by local program specific advisory committee and approved by OSPI program supervisor 			
<input type="checkbox"/>	3.4 If preparatory courses/programs, demonstrates industry identified competencies while integrating state and national core standards comprised of sequenced progression of multiple courses technically more intensive and rigorous. <ul style="list-style-type: none"> • Current industry defined standards, evidenced in curriculum frameworks, endorsed by program specific advisory <ul style="list-style-type: none"> ○ Level of competency defined by industry or national standards ○ Absence of national standards locally developed industry-defined standards validated by program specific advisory ○ Aligns with post-secondary education allowing for articulation 			
<input type="checkbox"/>	3.5 Attainment of Career and Technical Education skill proficiency including student achievement on technical assessments, aligned with industry-recognized standards.			
<input type="checkbox"/>	3.6 Adopted Course Equivalency Policy and Procedure is used for developing and adopting local equivalencies.			
<input type="checkbox"/>	3.7 Course is aligned to meet equivalency credit in an academic program if applicable.			
Unsatisfactory	Basic	Proficient	Distinguished	Evidence/Artifact Course Frameworks, 5-year plans, Skills Gap Document, Advisory minutes, articulation agreements, and IRCs.
XXX				
<p>Additional Information and/or Comments: Business, Marketing, and Computer Science courses provide course frameworks which provide unit descriptions and the state, national, and industry standards that are being assessed. A comprehensive 5-Year Plan, Economic Outlook and Skills Document are used to help determine what courses are students need to find employment after post-secondary program completion. This program pathway is very broad and as a result there are two program specific advisory committees. There is one for Computer Science and one for general Business and Marketing. Having two advisories allows more industry professional participation and provides a more comprehensive review of the courses in the pathway.</p> <p>Students have the ability to cross credit AP Computer Science to Math, AP Econ to Social Studies, and AP Art Fashion to Art credits.</p>				

STUDENT ACCESS TO PROGRAM

CRITERIA 4				
Equal access is provided to all students, including non-traditional and special populations.				
QUALITY INDICATORS				
<input type="checkbox"/>	4.1 Instructional program encourages the elimination of gender bias and stereotyping. <ul style="list-style-type: none"> How do you recruit special population students into your CTE program? Do your CTE program promotional materials seek to be representative of gender, race, color, national origin or disabilities? 			
<input type="checkbox"/>	4.2 Instruction programs are designed to enable special populations to meet the Perkins local adjusted levels of performance <ul style="list-style-type: none"> Provide activities to prepare special populations for high skill, high wage, high demand jobs leading to self-sufficiency. 			
<input type="checkbox"/>	4.3 Educational environment honors diversity and respect of each individual. <ul style="list-style-type: none"> What is done to increase enrollment of special population students, especially male/female enrollments in programs considered nontraditional for their gender? Are there opportunities for nontraditional and special populations to receive training? 			
<input type="checkbox"/>	4.4 Fair and impartial practices are incorporated into the classroom to facilitate the academic achievement of all students. <ul style="list-style-type: none"> What do promotion or recruitment activities do to encourage students to enroll in nontraditional programs and to encourage students of color, national origin and disabilities to seek out and enroll in these CTE programs? Is there an equal access to CTE programs provide to meet needs of all students in nontraditional and technology occupations regardless of gender? 			
<input type="checkbox"/>	4.5 Fair and impartial assessment practices are incorporated into the classroom. <ul style="list-style-type: none"> What instructional, evaluation and/or testing accommodations do you make for special population students? 			
<input type="checkbox"/>	4.6 Non-discrimination strategies are in place to overcome barriers that result in lowering access to or lowering success for special populations in career and technical education courses/programs <ul style="list-style-type: none"> Facility is free of barriers that would result in the denial of access to persons on the basis of race, color, national origin or handicap. Plan is developed for removal of barriers which may exist which limit access by student with disabilities to any program, including Career and Technical Education programs What is done to ensure that students with limited English proficiency are successful in your classes? Are there any physical barriers that will limit the access of special population students in your classroom? What physical accommodations would need to be made to ensure the accessibility of all students in this classroom? 			
<input type="checkbox"/>	4.7 Entire curriculum is available to all students.			
Unsatisfactory	Basic XXX	Proficient	Distinguished	Evidence/Artifact School/district registration materials and websites. Teachers supported with ELL and SIOP trainings.

Additional Information and/or Comments:

All classes are promoted and scheduled by each secondary school, with support from CTE KEC. All students have equal access to CTE classes, classrooms and labs are ADA compliant from the district level - but building student and staff FTE impact local access. Special emphasis has been placed on promotional posters and use of You-Tube videos to promote programs and highlight non-traditional students in these roles. Base level/standardized registration information is on the district website, in multiple languages. The CTE Director serves on the Special Education Advisory Board for input. Score is BASIC – each building develops their own registration system and builds their own master schedule, with CTE input. To improve score, more centralized registration promotion may be needed, as well as staffing pattern adjustments in smaller buildings. Required signs are posted in each CTE learning space, in the district’s major languages – delineating district contacts in regard to access to classes and programs. This information is also on our website.

ACCOUNTABILITY

CRITERIA 5				
Process used to evaluate and continuously improve performance				
QUALITY INDICATORS				
<input type="checkbox"/>	5.1 Data is used to analyze student progress.			
<input type="checkbox"/>	5.2 Data is used to show students are meeting Perkins district adjusted level of performance on core indicators (Language Arts/Reading, Math, Technical Skills assessments, Non-traditional participation and completion, Graduation Rates, and Postsecondary Education or Employment).			
<input type="checkbox"/>	5.3 Adjusted level of performance is identified for each core indicator of performance and a plan is developed to reach disaggregated data for each indicator of performance for categories of students in ESEA. (Race, Ethnicity, Gender [male and female], Special Ed/Disability status, Migrant, Limited English [English Proficiency], Low Income [Status as Economically disadvantaged], Non traditional) (Race is identified as American Indian/Alaskan Native; Asian; Native Hawaiian/Other Pacific Islander; Black/African American; Hispanic/Latino; Any other race; White; Two or more)			
<input type="checkbox"/>	5.4 Strategies have been identified to close the achievement gap. Identify and quantify disparities or gaps in performance between any such category of students and performance of all students			
<input type="checkbox"/>	5.5 Data from follow up surveys are used to improve courses/programs.			
Unsatisfactory	Basic XXX	Proficient	Distinguished	Evidence/Artifact Prior Perkins Indicators
<p>Additional information, evidence, and/or Comments: Through the final year of Perkin’s IV data – the RSD met or exceeded all indicators, except for mathematics – and this is why we have scored BASIC. This was more of a function of the continual changes when and how students met standards – as the math assessment and grade level when it was taken changed. CTE added Financial Algebra and articulated it with Renton Technical College, and therefore added another support for students to meet the mathematics graduation requirement. Each school uses a student choice registration system - therefore student voice impacts course offerings. A new district wide survey was piloted this year. We believe that new Perkins V data pulls will show improvement in student outcomes across our system, and this will allow us to move beyond BASIC.</p>				

SAFE PRACTICES

CRITERIA 6				
Safe practices are understood and implemented.				
QUALITY INDICATORS				
<input type="checkbox"/>	6.1 State, Labor and Industry (L&I), and/or district health and safety policies and procedures are utilized.			
<input type="checkbox"/>	6.2 The program provides safe and appropriate environments that support Career and Technical Education Program Standards.			
<input type="checkbox"/>	6.3 The instructor has the appropriate state recognized training for the safe use and maintenance of the equipment.			
<input type="checkbox"/>	6.4 Conduct a safety evaluation of the program's facility and equipment on an annual basis. Facilities and equipment or exceed the related federal, state and county safety standards.			
<input type="checkbox"/>	6.5 Safety is integrated into the curriculum and is assessed.			
<input type="checkbox"/>	6.6 Where applicable, standard precautions as set forth by OSHA, L&I, and Risk Management are implemented.			
<input type="checkbox"/>	6.7 Where applicable, Material Safety Data Sheets (MSDS) are properly displayed and located for easy access for review.			
Unsatisfactory	Basic	Proficient XXX	Distinguished	Evidence/Artifact Staff AED/CPR cards on file. Safety lessons and evacuation procedures are on file for review.
Additional Information and/or Comments:				
Each teacher is supported to attend any and all safety training. Each teacher holds a valid First Aid/CPR card and other safety certifications as needed.				

FACILITIES

CRITERIA 7				
Classrooms, laboratories, and storage areas provide adequate, quality, and safe learning environments to meet program objectives.				
QUALITY INDICATORS				
<input type="checkbox"/>	7.1 Facilities provided for the program are consistent with program standards and objectives. Lab and equipment are appropriate to support OSPI approved curriculum frameworks and industry training procedures			
<input type="checkbox"/>	7.2 Learning and training stations are of sufficient quantity to assure safe and appropriate supervision, delivery of instruction, and student skill development.			
<input type="checkbox"/>	7.3 Labs and equipment meet industry training standards and facility safety standards.			
<input type="checkbox"/>	7.4 Student workstations are adequate and appropriately equipped.			
<input type="checkbox"/>	7.5 Technology is incorporated into program of instruction. Up-to-date technology is used for instruction and evaluation/testing.			
<input type="checkbox"/>	7.6 There is a plan for technology upgrades and/or software purchases to maximize student learning and align with industry standards.			
<input type="checkbox"/>	7.7 There is a plan for computer equipment to be upgraded, maintained, or purchased to maximize student learning and align with industry standards. (scanners, printers, digital cameras, etc.)			
Unsatisfactory	Basic	Proficient	Distinguished XXX	Evidence/Artifact 5-year program plans, computer rotation plan
<p>Additional Information and/or Comments:</p> <p>IT and Computer Science courses are taught in an up to date computer lab. The school district has a five-year rotation plan for computer lab equipment. This plan ensures students enrolled in business, marketing, and computer science courses are learning and utilizing technology being used in industry.</p> <p>Over the next three years Cisco Academy programs and hardware are being installed at Hazen, Renton, and Lindbergh High Schools.</p> <p>This year we piloted flexible furniture in some of our general business and marketing courses for the purpose of increasing student engagement. Use of the furniture was successful and next year we will add this furniture to marketing classrooms. This equipment will also be added on a smaller scale computer science classroom to create learning centers.</p> <p>The program advisory members annually review classroom spaces and technology to be sure students are getting an industry related experience.</p>				

INSTRUCTIONAL MATERIALS

CRITERIA 8				
Appropriate instructional materials are available to achieve the goals and objectives of the program.				
QUALITY INDICATORS				
<input type="checkbox"/>	8.1 Instructional materials support state approved standards and objectives.			
<input type="checkbox"/>	8.2 Adequate instructional materials are available for all students in all courses.			
<input type="checkbox"/>	8.3 Instruction is enriched with appropriate instructional technology and related resources such as computers and software, access to Internet, audiovisual aids, etc.			
<input type="checkbox"/>	8.4 The instructional materials utilized in the department are 5 years old or less and are on the school purchase rotation schedule on the program Goal Chart.			
<input type="checkbox"/>	8.5 Materials are available in the school for students to become aware of a broad range of careers, continued education and/or training opportunities.			
Unsatisfactory	Basic	Proficient	XXX	Distinguished
<p>Evidence/Artifact Advisory review of materials and dual-credit and IRC work.</p>				
<p>Additional Information and/or Comments: Staff are provided with a standard budget, with the ability to request more items as needed. Our Business, Marketing, Computer Science Program Leads work with CTE KEC to review base supplies needs and the budget is set and supported by CTE KEC.</p> <p>Each high school has a Career and College Center, with a full-time staff member. The Career Centers promote their program of work, focusing on careers and the needed training to prepare for employment. The career center also promotes career and employment opportunities to underrepresented groups in computer science and other STEM fields.</p> <p>CTE has purchased access to CodeHS resources to support differentiation in computer science. This online resource allows computer science instructors to provide differentiated instruction to ELL and special education students. This resource is also used as enrichment opportunities for students who are working ahead in the lessons.</p> <p>The marketing courses are using an online textbook and curriculum provided by Stukent. These resources have been mapped to national and state learning standards. The online text and curriculum can be accessed at home by students using their district provided Chromebook. Having access to the learning activities at home helps students engage with course content outside of the school day. For students who do not have internet access at home the district has provided community hotspots and has the ability to provide individual hotspots to students.</p>				

LEADERSHIP AND EMPLOYABILITY

CRITERIA 9				
21st Century Skills (employability and leadership skills) are an integral part of all CTE courses.				
QUALITY INDICATORS				
<input type="checkbox"/>	9.1 21 st Century Skills (leadership and employability) are integrated in the approved curriculum framework and applied in real-world family, community, and business and industry applications.			
<input type="checkbox"/>	9.2 Leadership skills are developed and practiced at highest level through integration of aligned state-recognized CTSO			
<input type="checkbox"/>	9.3 Competencies for 21 st Century skill, identified in the Leadership document (employability and leadership skills), are integrated into the curriculum. 21 st Century skills are taught, assessed and documented.			
<input type="checkbox"/>	9.3 a Students demonstrate 21 st Century skills integrated in approved curriculum framework and applied in real world application.			
<input type="checkbox"/>	9.3 b Leadership alignment is embedded in the curriculum framework. <ul style="list-style-type: none"> • Reflects the leadership activities embedded in curriculum and instruction • Includes leadership skills taught and assessed within the class for all students • Requires the 21st Century Skills to be matched to the specific activities/event/projects and specifically aligned to the unit of instruction 			
<input type="checkbox"/>	9.4 Leadership and employability activities provide opportunities for students to participate in community service and service learning activities.			
<input type="checkbox"/>	9.5 Leadership activities provide opportunities for students to participate in regional, state or national competitions.			
<input type="checkbox"/>	9.6 School/district makes reasonable provision for release time for the advisor(s) to participate in Leadership activities.			
<input type="checkbox"/>	9.7 If course is using a locally developed leadership plan, it must demonstrate the leadership skills (21 st century skills) practiced at the highest level through classroom integration of programs and activities and through a Program of Work. The plan (Program of Work) must be approved by OSPI and meet or exceed the standards of the recommended CTSO.			
Unsatisfactory	Basic	Proficient	Distinguished XXX	Evidence/Artifact Frameworks, CTSO Roosters, CTSO Travel, LS Plan
Additional Information and/or Comments:				
<p>As with all CTE programs, leadership is embedded in the program, and standards covered are listed in our OSPI approved frameworks. A special focus began this year for CTE to cover most costs for students to attend regional, state and even national CTSO events. Staff advisors are compensated by the hour and not a fixed stipend. DECA is supported at all three comprehensive high schools and FBLA is at Lindbergh and Renton.</p> <p>Each staff member is held accountable to promote FBLA or DECA to their students, and we promote via signs/posters in classrooms, with regular announcements and posted meeting dates and activities. Hazen has the largest FBLA membership in Washington (122) and sent 41 students to state and 24 to nationals.</p>				

LONG-RANGE PLANNING

CRITERIA 10				
There is a 5-year written plan that provides program direction and improvement.				
QUALITY INDICATORS				
<input type="checkbox"/>	10.1 District conducts an annual evaluation of Career and Technical Education programs using standards and indicators.			
<input type="checkbox"/>	10.2 Instructors have developed a 5-year Goal Chart that is reviewed and updated annually. The program instructor identifies goals and objectives in relation to the Career and Technical Program Standards and indicators based on the program evaluation. <ul style="list-style-type: none"> Plans may include strategies for articulation with other education institutions; establishing and maintaining industry and education partnerships; achieving skills certificates or recognized credentials; repairing, replacing and purchasing equipment; recruiting and mentoring students, etc. 			
<input type="checkbox"/>	10.3 Recommendations and suggestions provided by district and school administrators, accreditation teams, counselors, and advisory committees are considered in developing the plan.			
Unsatisfactory	Basic	Proficient	Distinguished	Evidence/Artifact
		XXX		5-year program plans Plan evaluation Advisory process
Additional Information and/or Comments:				
<p>Business, Marketing, and Computer Science courses provide course frameworks that provide unit descriptions and provides the state, national, and industry standards that are being assessed.</p> <p>The Business and Marketing pathway is very broad and as a result there are two program specific advisory committees. There is one for Computer Science and one for general Business and Marketing. Having two advisories allows more industry professionals to participate and provides a more comprehensive review of the courses in the pathway. The advisory groups use a comprehensive 5-Year Plan, Economic Outlook and Skills Document help determine what courses students need to support finding employment after post-secondary program completion.</p> <p>The advisory committees provide input into creation of the comprehensive 5-year plan and provides an overall evaluation of the pathway programs.</p>				

ADVISORY COMMITTEE

CRITERIA 11				
The program utilizes an advisory committee. Functions of the advisory committee include development, implementation, and annual program evaluation, and long-range planning.				
QUALITY INDICATORS				
<input type="checkbox"/> 11.1 Program utilizes an advisory committee with appropriate representation, such as business, industry, education, community, government agencies, and special population groups. <ul style="list-style-type: none"> • What are the demographics of the CTE advisory committees in terms of gender, color, national origin and disabilities? 				
<input type="checkbox"/> 11.2 The advisory committee provides input and recommendations for program improvements.				
<input type="checkbox"/> 11.3 The advisory committee meets three or more times per year and has written minutes on file with the CTE Office.				
Unsatisfactory	Basic	Proficient	Distinguished	Evidence/Artifact
		XXX		5-year plan Evaluation Rubric Advisory Notes
<p>Additional Information and/or Comments: Starting this year – we have transitioned to more detailed 5-year plans, added the use of a standard rubric, are working on creating a Google Site for advisory support and storage of the work.</p> <p>The Computer Science Advisory Committee has the following representation:</p> <ul style="list-style-type: none"> • Anthony (Tony) Faraco- Hadlock – Computer Scientist at Microsoft and a TEALS Volunteer • Stefanie McIrvine - The Business and Marketing Associate Dean of Information Technology Program at Renton Technical College and Renton School Board Member • Ren Tarvin - Networking Instructor at Renton Technical College • Amani Imran – System Analyst for RSD and parent of students in the Renton School District • Eugene Oh – Computer Scientist at Microsoft and TEALS volunteer • Abdul Shaltu – UW Computer Science student and former RSD student • Andressa Chan – UW computer Science student and former RSD student • Gary Tou – Renton School District computer science student and President of FBLA chapter • Carissa Trice – RSD Employee working at Lakeridge Elementary and Parent of students in the Renton School District • Keith Peck - Program Lead for Computer Science in the Renton School District Computer Science Teacher at Hazen High School • Mark Sabo – CTE Computer Science Facilitator for RSD 				

Business Marketing and Advisory Members:

- Kari Ann Flesner – Human Resources as Recruiter / Trainer at Cutter and Buck
- Brad Anderson - Director of Product Development Retirement Division at SYMETRA
- Alex Perkins - Operations Program Manager at Redfin
- Gary Tou - Student in Renton School District and President of FBLA chapter
- Popy Perkins - Financial Algebra teacher at Hazen High School and Program Lead for Financial Algebra
- Cheryl Luttrell – Program Lead for Business and Marketing in the Renton School District and Business and Marketing Teacher at Lindbergh High School and DECA Advisor
- Mark Sabo CTE Business and Marketing Facilitator for RSD

PROGRAM OF STUDY

CRITERIA 12

Program of Study for each approved career and technical education program has been implemented which sequences academics and career and technical education content, leading students to attain a postsecondary degree, industry-recognized certificate or credential, or entry into the work place with a skill set conducive toward career advancement.

QUALITY INDICATORS

- | | |
|--------------------------|--|
| <input type="checkbox"/> | 12.1 CTE courses are organized into a program of study that includes Scope and Sequence of courses that are articulated to build depth of knowledge and skills without redundancy and they integrate opportunities for students to gain firsthand experience in the career field. Exploratory and Preparatory courses are included in the Program of Study |
| <input type="checkbox"/> | 12.2 Courses offered allow students to complete or concentrate in a CTE career cluster and/or pathway preparing for transition to post-secondary education. |
| <input type="checkbox"/> | 12.3 The pathway includes a formal apprenticeship, certificate program, a two-year degree program or a four-year degree program. |
| <input type="checkbox"/> | 12.4 The program of study is fully aligned with current technical content standards. |
| <input type="checkbox"/> | 12.5 Curriculum is related to foundational knowledge and skills of broad range of career options in related program of study. |
| <input type="checkbox"/> | 12.6 Academic (Washington State Learning standards) and career and technical education content is aligned and integrated in a coordinated, non-duplicative progression of courses. |
| <input type="checkbox"/> | 12.7 The program of study leads to an industry-recognized certificate or credential at the secondary level, if applicable, and/or leads to an industry-recognized certificate or credential and/or dual credit at the postsecondary level. |

Unsatisfactory	Basic	Proficient	Distinguished XXX	Evidence/Artifact 5-year plan AP/IB CTE Website – PPOS DC/IRC
<p>Additional Information and/or Comments: Dual Credit opportunities include AP Computer Science, AP Macroeconomics, AP Microeconomics, Cyber Security, Financial Algebra, IB Business Management, Java Game Programming, JavaScript Programming, Marketing Exploration, and Web Design.</p> <p>Industry certification opportunities include Microsoft Office Specialist (Word, PowerPoint, Excel), Marketing Store Operations, CICSO CCNA, CompTIA, and a host of Microsoft Technology Associate certifications,</p> <p>College Credits through Advanced Placement and International Bachelorette opportunities include AP Computer Science A, AP Microeconomics, AP Macroeconomics, AP Art and Fashion, IB Business Management SL, IB Business Management HL and next year we will be offering IB Computer Science SL.</p>				

CERTIFICATION, WORKBASED LEARNING

CRITERIA 13A				
Certifications – assessment of student competency of knowledge and skills as determined by industry defined standards.				
QUALITY INDICATORS				
<input type="checkbox"/>	13A.1 Course/programs leads to certificate or credential state or nationally recognized by trade, industry or other professional association as necessary for employment or advancement.			
<input type="checkbox"/>	13.A.2 Instruction leads to state/nationally recognized industry assessment or certification necessary for employment or job advancement in field and/or articulated college credit leading to post-secondary education.			
CRITERIA 13B				
Work Based Learning provides students with experiences and understanding of all aspects of the industry students are entering. WBL opportunities are identified in Washington WBL Learning Document				
<input type="checkbox"/>	13B.1 Job shadows, mentors, community service, and other activities for student learning in the community are available			
<input type="checkbox"/>	13B.2 Worksite learning (internships) is available to students completing the program.			
<input type="checkbox"/>	13B.3 Students are able to complete a qualifying class in their pathway for a work-based learning assignment			
<input type="checkbox"/>	13B.4 Through instruction students experience and develop understanding in all aspects of industry associated with specific CTE courses.			
Unsatisfactory	Basic	Proficient XXX	Distinguished	Evidence/Artifact IRC/DC lists CTE/WSL Website
Additional Information and/or Comments:				
As stated, each pathway offers dual credit and IRC's. Worksite learning opportunities are posted in each classroom and some teachers post them on their Canvas sites.				
These opportunities are made available to all students.				

CAREER GUIDANCE

CRITERIA 14				
QUALITY INDICATORS				
<input type="checkbox"/>	14.1 Demonstrate knowledge of career options within related career cluster or pathways is integrated into the curriculum.			
<input type="checkbox"/>	14.2 Career planning, career development and/or transition to employment and post-secondary			
<input type="checkbox"/>	14.3 Provides access for students to information regarding career awareness and planning with respect to an individual's occupation and academic future			
<input type="checkbox"/>	14.3 Career guidance and academic counseling provided to students to include information about post-secondary education and training options, industry certification, and employment			
Unsatisfactory	Basic	Proficient	Distinguished	Evidence/Artifact
			XXX	Career Centers Career Center/CTE Website
<p>Additional Information and/or Comments: Each school has a Career and College Readiness Center – staffed. In addition, UW Dream Project, College Access Now, and CISR staff also provide support, and may be located in or near the Career Centers. Starting in 2020, Gear-Up support staff will be added.</p> <p>Each Career Center teams, to create districtwide program of work to support the needs of all students, in additional to the career related guest speakers and trips offered by the instructors, as part of their course.</p>				

PROGRAM EVALUATION

CRITERIA 15
The program is Evaluated by the Advisory – Evidence is with the completion of this Program Evaluation Form and submitted
Additional Information and/or Comments: The completion of this process and form is evidence.

PROFESSIONAL DEVELOPMENT

CRITERIA 16				
Instructors participate in appropriate professional association and professional development activities.				
QUALITY INDICATORS				
<input type="checkbox"/>	16.1 Instructors maintain membership in related state and national professional organizations.			
<input type="checkbox"/>	16.2 Instructors strive to upgrade their skills and knowledge by attending conferences, conventions, college courses, staff development in-service, and other sources of training.			
<input type="checkbox"/>	16.3 Instructors participate in required training and complete approved preparation and yearly in-services requirements (if applicable) for programs such as Applied Math, AP, CASE, Core Plus and Project Lead the Way.			
<input type="checkbox"/>	16.4 Instructors participate in job shadows, internships, and industry site visits.			
<input type="checkbox"/>	16.5 Instructors use scientific based research and data to improve instruction			
<input type="checkbox"/>	16.6 Instructor uses practices to involve and engage in parent and community			
Unsatisfactory	Basic	Proficient	Distinguished XXX	Evidence/Artifact CTSO and Teacher Professional Conference/travel Back to Industry PLC Process
Additional Information and/or Comments: Each instructor is supported to attend/complete the following: <ul style="list-style-type: none"> Attend WA-ACTE Summer conference each year Computer science teachers are encouraged to attend the annual Computer Science Teachers Assoc. (CTSA) conference. Attend the most appropriate CTSO or professional teacher association trainings/conferences Attend the most appropriate technical training as needed 				

- Complete 40 hours of Back to Industry
- Closely work with Program Advisory on other trainings and professional opportunities.

SIGNATURE PAGE

After the evaluation has been filled out, attach the Goal Chart and have the following page signed and turn in a hard copy to the CTE Office with scores from the advisory attached.

Adjusting local COVID rules, this document was approved via an email/virtual meeting on July 5, 2020.

The minutes are located here: [Business Marketing July 2020 Minutes](#)