



CTE EDUCATOR QUICK REFERENCE SHEETS

Use the information on these sheets to help you learn about all things CTE

QUICK LINKS

Strands and Standards

<https://schools.utah.gov/cte>

Hamburger Menu - Career Clusters

Educator Endorsements

https://schools.utah.gov/cte/educator_endorsements

Davis School District CTE

<https://www.davis.k12.ut.us/departments/career-and-technical-education>

Weber State CE

www.weber.edu

CTE MEETINGS

- August - CTE Opening Institute
- Monthly - District PLC Meetings
- Monthly - School CTE Meetings
- February - Utah ACTE Winter Conference
- June - USBE Summer Conference

CTE STAFF

DSD CTE Staff Directory

CTSO INFORMATION

Career and Technical
Student Organizations

CTSO- Content - Specialist

- DECA - Marketing - Annette Godfrey
- Educators Rising - Teaching as a Profession - Jill Hess
- FBLA - Business - Annette Godfrey
- FCCLA - Family & Consumer Science - Stacy Johnson
- FFA - Agriculture - Steve Fenn
- HOSA - Health - Kristen Davidson
- SkillsUSA - Skilled & Technical - Dave Milliken
- TSA - Technology & Engineering- Sandra Jensen





EDUCATOR RESPONSIBILITIES



Budgets

- Maintain accurate records
- Fill out Appropriate Paperwork
- Follow credit card procedures
- Complete end-of-year-requirements

CTSOs

- Integrate leadership skills as part of your course curriculum
- Become an Advisor or Co-Advisor for a CTSO

Curriculum

- Follow State Strands and Standards
 - schools.utah.gov/cte

Facilities, Safety, & Inventory

- Provide a proper learning environment in a clean and orderly room/lab/shop
- Maintain equipment in proper working order
- Maintain inventory regularly and accurately
- Implement all safety procedures

Skills Testing/ Industry Testing

- Test all classes and students
- Retain all necessary documentation
- Turn in required documentation on time



District Office Staff, your CTE Coordinator, and your Content Specialist are all here to help you! Please reach out with any questions.



CTE FAQs



Question

Answer

BUDGETS

- Do I have money?
- How do I spend it?

- Ask your school secretary or CTE coordinator how purchasing/ordering works at your school, including paperwork and receipts.
- Ask your school secretary or CTE coordinator what viewing access you will have to financial accounts, the account numbers, and how to read the account pages to see your financial activity and how much you have.
- Go to your CTE coordinator to discuss receiving help with funds and expenses that your accounts may not be able to cover.
- Apply for the annual Cash for Classroom, Chevron, and other grants that may come across your screen.
- Use your "Class Wallet" that contains state funding for classroom supplies.

CTSOS

- What is a CTSO?
- How do I get involved?

- A CTSO is a Career and Technical Student Organization.
- Get involved at an advisor in a CTSO within your field of expertise. The district specialist can get you more information.

EDUCATORS LICENSE

- How do I earn points to keep up my teaching license (or earn hours for salary level increases)?

- Create a Midas account for relicensure points / credit tracking.
- Your school and the district all hold professional development meetings and opportunities.
- The Utah State Board of Education (USBE) holds conferences that give you relicensure points.
- Professional Organizations, like UACTE and ACTE, hold conferences you can attend.
- Registering for content related classes at a university can provide relicensure points.
- UEN offers Professional Development opportunities to take classes and receive trainings that can go towards your relicensure points.
- Speak with your principal if there is something else you want to attend for relicensure points.
- Keep electronic or paper documentation from every conference, class, or training you attend (certificates, email registration confirmations, etc.).

CAREER CLUSTERS AND PATHWAYS

- What are CTE Career Clusters and Pathways?

- Career Clusters are pathways grouped together by categories. (Career Pathway Lists)
- Career Pathways guide students along a path of interest that leads to skills and knowledge for future careers.
- Encourage students to take classes within a pathway and become a Pathway Completer. Career Pathway Charts will tell you the requirements.



MORE CTE FAQs



Question	Answer
<p>SKILLS TESTING/INDUSTRY TESTING</p> <ul style="list-style-type: none"> • Does my class have a State Skill Test? • Do I have an Industry Test? • How do I test? • What is the testing process? 	<ul style="list-style-type: none"> • Here is the district quick list of All CTE Tests. If your class is on the list, you have a test to give. • Another way to see your test is by looking on the front page of the Strands and Standards box of course information. If the course has a Skill Certification Test Number, the test # will be listed here. • The test is created from only the information in the Strands and Standards. • If the test number listed is a 900 #, that class has an Industry test. • Here is a "How To Skill Test" handout. • Here is How to Document the Skill Test • Here is How to Report for Industry Tests
<p>SKILLS TESTING</p> <ul style="list-style-type: none"> • What are the performance skills for my classes? • How do performance skills work with skill testing? 	<ul style="list-style-type: none"> • Performance Skills are the assignments that students must pass at a Mastery Level to receive a passing score on the State Skills Test. These Performance Skills are either written within the Strands and Standards or listed at the end of the document. • Make sure to track Performance Skills for each student throughout the semester. You can create a spreadsheet or use Encore. • Meet the Performance Skills in a couple of ways so that students have many opportunities to master the performance skill; i.e., class discussion, assignment, group activity, partner talk, stations, projects, etc. • Students will receive a 1, 2, 3, or 4 on each skill. Students who earn a 3 or a 4 on each performance skill can be eligible to receive a State Skill Certification with a passing (80%) Skill Test score. • If a student passes the skill test with an 80% or above and, if given the opportunity, would have passed a missing performance skill which is affecting their overall skill certification, then give them a 3 on that performance skill so that they can earn the course certificate.
<p>ENROLLMENT</p> <ul style="list-style-type: none"> • How do I increase my enrollment or teach more classes? 	<ul style="list-style-type: none"> • Promote your program! <ul style="list-style-type: none"> ◦ Invite counselors, admin, CTE Coordinator, District CTE staff, other teachers, and other classes into your class often so people can see the amazing things you are doing. ◦ Send quick emails/pictures of cool things students are doing. ◦ Brag about yourself. ◦ Invite community and DSD staff to judge a project, read a story, teach a skills, etc.



The graduation rate for students who are CTE concentrators stands at 96.3% compared to Utah's state-wide graduation rate of 88.2%