

**2015–16 SOUTH CAROLINA DEPARTMENT OF EDUCATION  
MONITORING INSTRUMENT – DESK AUDIT**

**CAREER AND TECHNOLOGY CENTERS**

**DISTRICT/SCHOOL:** \_\_\_\_\_ **DATE OF REVIEW:** \_\_\_\_\_

**REVIEWER:** \_\_\_\_\_ **ACCREDITATION STATUS:** \_\_\_\_\_

| <b>DESK AUDIT</b>   |  |                 |
|---|--|-----------------|
| <b>LEGISLATION</b>  | <b>COMPLIANT</b>   | <b>COMMENTS</b> |
| <b>PERSONNEL</b>  |  |                 |
| 1. Each school, with grades 9–12, is staffed with a <u>full-time</u> properly certified principal/director. [R43-205]   | <input type="checkbox"/> <b>MET</b><br><input type="checkbox"/> <b>NOT MET</b> |                 |
| 2. The assistant principal/director and/or curriculum coordinator, and guidance counselor are properly certified. [R43-205]   | <input type="checkbox"/> <b>MET</b><br><input type="checkbox"/> <b>NOT MET</b> |                 |
| 3. All teachers <u>are properly certified</u> and all teachers of core content subjects are <u>highly qualified for the courses taught</u> . [R43-205, 20 U.S.C. § 6301 et seq. (2002)] | <input type="checkbox"/> <b>MET</b><br><input type="checkbox"/> <b>NOT MET</b> |                 |
|   |  |                 |
| 4. Uniform grading scale is properly used in the computation of Carnegie units and applied correctly to all activity course codes. [§59-5-68]   | <input type="checkbox"/> <b>MET</b><br><input type="checkbox"/> <b>NOT MET</b> |                 |
| 5. Locally designed CATE courses are approved by the South Carolina Department of Education CATE Office or through the CATE innovative course application process. [R43-234]            | <input type="checkbox"/> <b>MET</b><br><input type="checkbox"/> <b>NOT MET</b> |                 |
| <b>OPERATIONS AND PROCEDURES</b>  |  |                 |
| 6. A class period is defined as a minimum of fifty (50) minutes or an accumulation of the equivalency of 120 hours required for a Carnegie Unit of Credit. [R43-172]                    | <input type="checkbox"/> <b>MET</b><br><input type="checkbox"/> <b>NOT MET</b> |                 |

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|---|--|--|
| 7. No teacher is permitted to teach more than fifteen hundred (1,500) minutes weekly. [R43-205]   | <input type="checkbox"/> MET<br><input type="checkbox"/> NOT MET |  |
| 8. Teachers are not assigned more than four (4) preparations daily. [R43-205]   | <input type="checkbox"/> MET<br><input type="checkbox"/> NOT MET |  |
| 9. A staff development program has been implemented that meets national professional development standards, provides participants the knowledge and skills necessary to implement the strategies. [R43-261] | <input type="checkbox"/> MET<br><input type="checkbox"/> NOT MET |  |

| OTHER       |  |          |
|-------------|--|----------|
| LEGISLATION | COMPLIANT  | COMMENTS |
|             | <input type="checkbox"/> MET<br><input type="checkbox"/> NOT MET |          |
|             | <input type="checkbox"/> MET<br><input type="checkbox"/> NOT MET |          |