

Preparing for a CTCTW Technical Assistance Visit

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Purpose of a TAV

To help CTC leaders and teachers identify changes needed to achieve the CTCTW goals of improving student achievement.

- Raise expectations for student performance
- Revise what students are taught
- Change how students are taught

Purpose of a TAV Cont'd.

- Change how the school relates to the student
- Change how teachers relate to the student
- Change how the school relates to parents, middle schools, employers, and postsecondary institutions
- Collect and use data for continuous improvement

Steps in preparing for the TAV

- Use Pre-TAV timeline and checklist in Guide
- Select local team members and provide Rodney with names, title , and contact information
- Prepare draft agenda to send to Rodney
- Selects hotel to use for out of town team members
- Plans meals and refreshments to be provided
- Prepare TCTW Data Profile

Steps Cont'd.

- Identify work-room for team to use
- Prepare school presentation for the team
- Have staff to complete the self-study rating in Guide
- Prepare Notebook for each team member (See page 5 of the TAV Guide)
- Prepare information needed to reimburse team member travel

Identifying Team members

- Team Leader *
- Administrator from another CTC *
- CTCTW Coordinator from another CTC *
- State Department Representative *
- Feeder high school representative
- Business and industry representative

* To be identified by Rodney

Information to have available in workroom

- High School Graduation Requirements
- Student handbook
- Course Syllabi
- HSTW Assessment Report
- Industry Certification Data
- State Testing Data

Information Cont'd.

- Articulation Agreements
- Samples of Student Work Completed
- Career Majors and Recommended Courses
- Samples of four-year student IGP's
- CTC Promotional Literature Provided to Students

Supplies Needed in Workroom

- LCD Projector
- Flip charts with sticky backs and markers
- Post-it notes pads, writing tablets, pens, stapler, paper clips
- Forty copies of the Classroom Observation Form
- Ten copies of the personal interview schedule form
- Five copies of each interview form in the Guide
- Ten copies of the Goals and Key Practices (P. 47-52)

Presentation to the Team

- Invite Faculty and staff to attend
- Include the following in presentation:
 1. Vision and Mission of the Center
 2. Student Demographics
 3. Highlights of student achievement data
 4. CTE Programs offered
 5. Outstanding Practices
 6. Your next steps to implement CTCTW
 7. Challenges

What Happens During the Visit

Day One:

- Team Orientation by Team Leader (3:00)
- Presentation by the Site Leaders
- Dinner with the Team and Site Leaders

What Happens Cont'd.

Day Two:

- Classroom Observations
- Interviews with the following:
 1. 8-10 CTE Completers representing each feeder high school
 2. 8-10 first year students
 3. CTC Director
 4. CTC Counselor
 5. 5-6 CTE Teachers
 6. Superintendent or designee from Central Office
 7. Business Representatives
 8. Parents

What Happens Cont'd.

Day Three:

- Team Reviews outline of draft report (8:00)
- Exit Conference with Site Leaders (9:00 – 10:00)

After the TAV

- Discuss Draft Report with the entire faculty
- Make Copies of Written Report for entire Faculty
- Have Focus Teams Discuss the Report and identify actions needed (See charts on pp. 16-17 of the Guide)
- Develop a Plan (Revise the Action Plan)
- Present the Plan to the Superintendent and the Board
- Implement, Evaluate, and Revise the Action Plan

Follow-up after the TAV

Since the TAV happens every five years the Report should be used continuously to develop a long range plan for improvement.

The TAV Report will be used along with student achievement to review the progress the Center is making in meeting the goals of CTCTW.