

## Operating Career & Technical Education (CTE) Programs

# A GUIDE FOR CTE DIRECTORS

Goal: To provide Career and Technical Education (CTE) directors with information regarding the administration of the Perkins IV Grant, general procedures, and additional help for their responsibilities.

This guide should be used in conjunction with additional information provided by the *Division of Career and Technical Education* <http://tn.gov/education/section/career-and-technical-education>

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## **SECTION 1: WHAT SHOULD I DO FIRST?**

### **ACRONYMS AND TERMS**

- Helpful list of acronyms associated with Career and Technical Education (CTE)  
[http://tn.gov/assets/entities/education/attachments/cte\\_res\\_acronyms.pdf](http://tn.gov/assets/entities/education/attachments/cte_res_acronyms.pdf)
- Helpful list of terms associated with CTE  
[http://tn.gov/assets/entities/education/attachments/cte\\_res\\_terms.pdf](http://tn.gov/assets/entities/education/attachments/cte_res_terms.pdf)

### **ACCESSING CTE**

- Website Links and Contact Information
  1. Homepage for CTE Division  
<http://tn.gov/education/section/career-and-technical-education>
    - a) Add this website to “favorites” list
  2. Career Clusters  
<https://www.tn.gov/education/topic/career-clusters>
  3. Contact Information for CTE Division  
[http://tn.gov/assets/entities/education/attachments/ccte\\_division\\_org.pdf](http://tn.gov/assets/entities/education/attachments/ccte_division_org.pdf)
  4. Educator Resources “For CTE Directors”  
<https://www.tn.gov/education/topic/cte-educator-resources>
  5. Accountability and Data Reporting  
<https://www.tn.gov/education/topic/cte-accountability-and-data-reporting>
- 2015 CTE Data Calendar
  - a) [http://tn.gov/assets/entities/education/attachments/cte\\_res\\_data\\_calendar.pdf](http://tn.gov/assets/entities/education/attachments/cte_res_data_calendar.pdf)
- How do I get updates from the CTE Division?
  1. A ListServ is an email list used to disseminate information to all CTE directors across the state.
  2. To receive information, the new CTE director must submit (email or fax) the following *New CTE Director Information Form* on page four to: [Kesha.DeJarnett@tn.gov](mailto:Kesha.DeJarnett@tn.gov) and your CTE CORE Consultant.
    - a. To determine your CTE CORE Consultant, please see the Contact CTE section on the [CTE homepage](#) and look for your region.
  3. Once you have completed the form, you will be added to the listserv and receive a user ID and password for access to both eTIGER and Sharepoint. Sharepoint will be used later in the year for student-level data review.
  4. CTE Director Updates are sent frequently to CTE directors to let them know about important information and should be read each week.



### NEW CTE DIRECTOR INFORMATION FORM

Email or fax (615-532-8226) to: [Kesha.Dejarnett@tn.gov](mailto:Kesha.Dejarnett@tn.gov) and your CTE CORE Consultant

LEA:

New Director's Name:

Email Address:

Work Address:

Work Phone:

Work Fax:

Cell Phone:

Full-time or Part-time CTE Director:

Previous Director's Name:

Date Hired for Career and Technical Director Position:

Teacher License #:

List all Endorsements Codes Held (including Career and Technical, Academic, and Administrative) and Title of Area of Endorsement

Endorsements Codes	Title of Area of Endorsement
* Must meet a minimum of one of the Employment Standards	

**\*Endorsement codes will determine if the Career and Technical Education Employment Standard Matrix must be completed.**

## SECTION 2: EMPLOYMENT STANDARD INFORMATION

### CTE Director Responsibilities

Review the [CTE Director Responsibilities](#) to see an overview of the responsibilities of the role including Perkins Compliance, Fiscal Compliance, Professional Development, and Data Reporting.

### CTE Director Employment Standard Information

#### [State Board of Education Employment Rule](#)

Employment Standards for Career and Technical Education Supervisory Positions Rule: 0520-01-02-.03(10).

Persons holding career and technical education supervisory positions, including local directors, supervisors, coordinator specialists, assistant principals for career and technical education, and center administrators, shall have one of the following sets of qualifications:

1. A bachelor’s degree in career and technical education from an accredited four- year college or university, three (3) years of teaching experience in an approved career and technical education program and two (2) years of appropriate employment experience in a recognized occupation, or
2. A bachelor’s degree with a career and technical education endorsement, three (3) years teaching experience, two (2) years of appropriate work experience, and completion of (by July 1, 2008 or within a three-year period from the date of employment) the required matrix of career and technical core competencies for professional development, or
3. An endorsement as a PreK-12 administrator or secondary supervisor or principal and completion of (by July 1, 2008 or within a three-year period from the date of employment) the required matrix of career and technical core competencies for professional development.

**Note:** These are the employment standards that qualify an individual to hold a career and technical education supervisory position. All CTE directors, who have not previously completed the CTE Director Matrix, will need to complete the matrix during the first three years of employment as a CTE Director.

### Current Endorsement Codes

The following endorsement areas are currently being issued on Tennessee Teacher Licenses. These endorsement areas include both academic areas and occupational areas.

Academic Endorsements		Previous Endorsements
Endorsement Area (Code)	Endorsement Area (Code)	
Beginning Administrator A PreK-12 (480)	Professional Administrator PreK-12 (482)	084 Principal 7-12 INIT
Beginning Administrator B PreK-12 (481)	Professional Administrator PreK-12 (483)	092 Principal 7-12 ADV
		093 SUPR INSTR K-12
		096 SUPV INSTR 7-12 INIT
		098 SUPV INSTR 7-12 ADV
		110 ADMIN SUPV 7-12

## Completing the Employment Standard Matrix

The matrix is located on the CTE Professional Development page under Directors

Resources: [http://tn.gov/assets/entities/education/attachments/cte\\_res\\_director\\_matrix.xlsx](http://tn.gov/assets/entities/education/attachments/cte_res_director_matrix.xlsx)

The CTE director must begin the matrix the first year employed as a CTE director and complete at least 70 points **each year**. **The CTE Director must submit the completed matrix at the end of each year with documentation for the 70 points.** The final, completed matrix is to be submitted no later than the third year following employment.

Example: Employment Date: July 1, 2012

Year 1: 2012-13, (compile at least 70 points each year and submit at the end of the year)

Year 2: 2013-14

Year 3: 2014-15

Final matrix due date: June 30, 2015

The matrix may be submitted prior to the due date. When submitting the matrix, mail a hard copy with attached evidence to:

Kesha DeJarnett

Department of Education, Division of Career and Technical Education,

Andrew Johnson Tower, 11th Floor,

710 James Robertson Parkway, Nashville, TN 37243.

A certificate of completion will be issued upon receipt of the hard copy of the matrix **at the end of the third year**.

For questions contact [Kesha.DeJarnett@tn.gov](mailto:Kesha.DeJarnett@tn.gov).

## SECTION 3: FUNDING AND REPORTS

### A. Funding

(As a new CTE Director, reading the Perkins Local Plan will help you determine what activities and expenditures are to be addressed).

Each system's annual allocation is determined by a formula and may change annually. A system that receives Perkins IV funds is required to write a federally legislated Perkins Local Plan which includes a yearly budget. Perkins IV indicates required and permissive uses of funds. For assistance with Local Plans, contact your assigned CTE CORE Consultant. New directors have the opportunity to make changes in their local action plans each year.

For Allocation/Budget/Data Questions contact, Bobby Sanborn, [Bobby.Sanborn@tn.gov](mailto:Bobby.Sanborn@tn.gov).

**Definition of Average Daily Member (ADM):** Defined by T.C.A. as the “sum of total number of days enrolled divided by the number of days school is in session during this period”

BEP 2.0	<a href="https://www.tn.gov/sbe/topic/bep">https://www.tn.gov/sbe/topic/bep</a>
BEP 2.0 Allocations of current fiscal year budget	<a href="https://www.tn.gov/sbe/topic/bep">https://www.tn.gov/sbe/topic/bep</a>
BEP 2.0 Handbook for Computation	<a href="https://www.tn.gov/sbe/topic/bep">https://www.tn.gov/sbe/topic/bep</a>
Director’s Annual CTE Class Full Time Equivalent Average Daily Membership Report By School and District	<a href="https://www.tn.gov/education/topic/education-information-system-eis">https://www.tn.gov/education/topic/education-information-system-eis</a>
Chapter No. 936, Senate Bill No. 2227- Funding relative to current year growth.	<a href="http://www.tn.gov/sos/acts/100/pub/PUBC0936.htm">http://www.tn.gov/sos/acts/100/pub/PUBC0936.htm</a>

### B. Budget Requirements

Each year the CTE Director is responsible for the development and fiscal management of the Perkins budget. Planning is a necessary part of the CTE Director’s job. Part of the planning has to do with spending of your allocation. Systems who wait until the last quarter to spend their Perkins allotment are not in compliance and are not spending the dollars according to the current year plan and budget. **It is expected that each LEA draw down funds of at least 25% per quarter. All budget amendments are to be completed in eplan to be approved by your CTE CORE Consultant.** You can access to information on how to utilize eplan in the document library within eplan <https://eplan.tn.gov/>.

## C. Use of Funds Guidelines

- All expenditures in the budget should be referenced in your original Local Plan or Plan Addendum. In addition, the budget should reflect improvements to be made on the levels of performance, which were not met the previous year.
- Perkins money may only be spent on the most recent State Board of Education approved CTE courses.

### **Required Use of Funds**

#### **Funds must be used to:**

1. Strengthen the general education and career and technical skills of students participating in CTE programs to ensure learning in general education subjects under the Elementary and Secondary Education Act;
2. Link career and technical education at the secondary level and CTE at the postsecondary level, “including by offering the relevant elements of not less than one CTE program of study described in Section 122 (c)(12)(A)”;
3. Provide students with strong experience in and understanding of all aspects of an industry;
4. Develop, improve, or expand the use of technology in CTE;
5. Provide professional development to secondary and postsecondary teachers, faculty, administrators, and counselors who are involved in integrated CTE programs;
6. Develop and implement evaluations of the CTE programs supported with Basic Grant funds, including an assessment of how the needs of special populations are being met;
7. Initiate, improve, expand, and modernize quality CTE programs, including relevant technology;
8. Provide services and activities of sufficient size, scope, and quality to be effective; and
9. Provide activities to prepare special populations for high skill, high wage, or high demand occupations which will lead to self-sufficiency.

### **Permissive Use of Funds:**

Once federal funds are spent for the required nine activities in the required uses of funds, the LEA is permitted to use the balance of the federal funds for the following permissive activities:

1. Involve parents, businesses, and labor organizations in the design, implementation, and evaluation of CTE programs;
2. Provide career guidance and counseling for students participating in CTE programs;
3. Local education and business partnerships, including work-related experiences for students, adjunct faculty arrangements for qualified industry professionals, and industry experience for teachers and faculty;
4. Programs for special populations;
5. Assist career and technical student organizations;
6. Mentoring and support services;
7. Lease, purchase, upgrade, or adapt equipment;
8. Teacher preparation programs which address the integration of general education and CTE and which assist individuals who are interested in becoming CTE teachers and faculty;
9. Develop and expand postsecondary program offerings at times and in formats which are accessible for students, including distance education;
10. Develop initiatives to facilitate the transition of sub-baccalaureate CTE students into baccalaureate degree programs;
11. Provide activities to support entrepreneurship education and training;
12. Improve or develop new CTE courses;
13. Develop and support small personalized career-themed learning communities;
14. Provide support for Education & Training and Human Services programs;
15. Provide CTE programs for adults and school dropouts to complete secondary school, or upgrade technical skills of adults and school dropouts;
16. Provide assistance to individuals who have participated in services and activities under Perkins in continuing their education or training, or finding an appropriate job;
17. Support training and activities in non-traditional fields;
18. Provide support for training programs in Transportation, Distribution & Logistics;
19. Pool a portion of Basic Grant funds with a portion of funds available to at least one other eligible local recipient for innovative initiatives; and
20. Support other CTE activities consistent with Perkins.

## D. State Policies Regarding Utilization of Perkins Funds

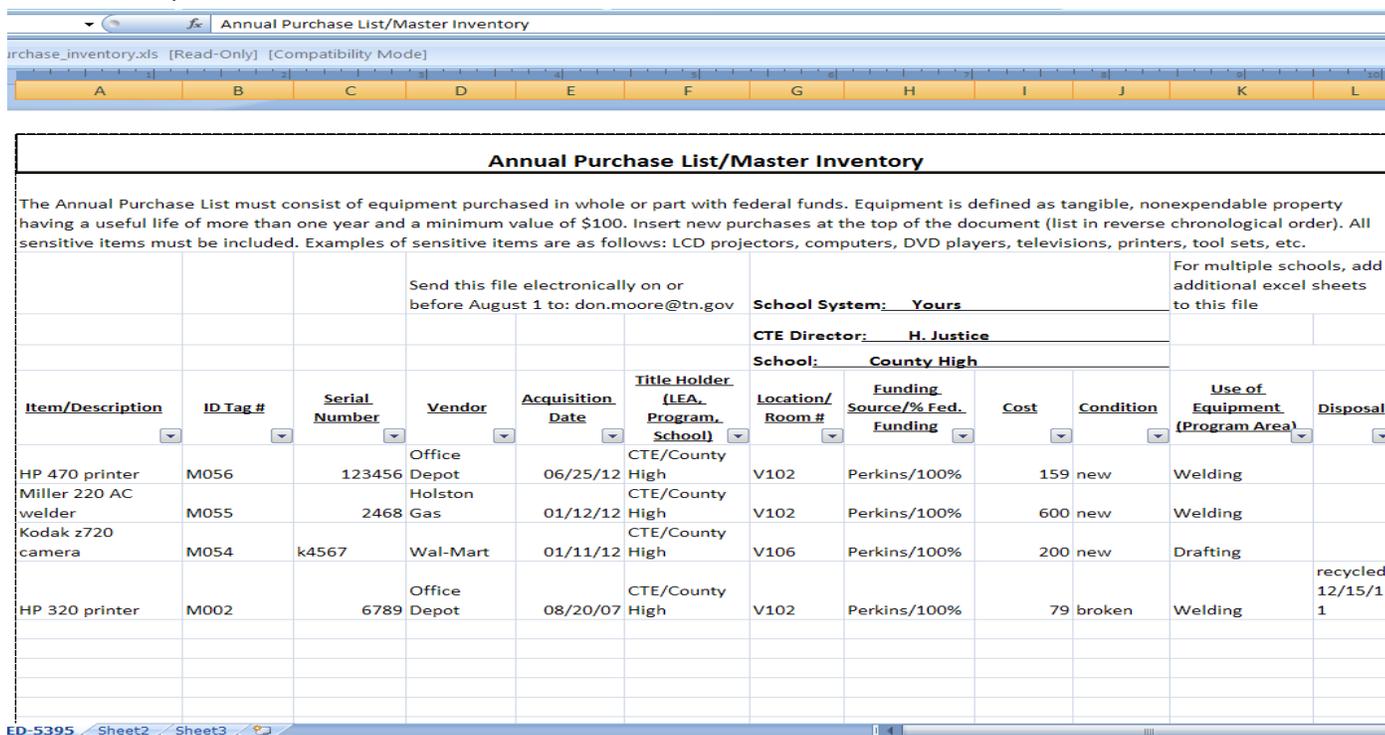
- For further clarification of allowable use of funds, see [State Policies Regarding Utilization of Perkins funds](#).

## E. Annual Reports

The following reports can be accessed from the CTE website under Perkins & Compliance in the Perkins Reporting Forms section:

### Annual Purchases list /Master Inventory Form

- The Annual Purchase List must consist of equipment purchased in whole or part with federal funds.
- Equipment is defined as tangible, nonexpendable property having a useful life of **more than one year** and a minimum value of \$100.
- Insert new purchases at the top of the document (list in reverse chronological order).
- All sensitive items must be included. Examples of sensitive items are as follows: LCD projectors, computers, DVD players, televisions, printers, tool sets, etc.
- For multiple schools, add additional excel sheets to the file.
- Email completed form to [Don.Moore@tn.gov](mailto:Don.Moore@tn.gov) before Aug. 1 each year.
- See example below



The screenshot shows an Excel spreadsheet titled "Annual Purchase List/Master Inventory". The spreadsheet contains a table with the following data:

Item/Description	ID Tag #	Serial Number	Vendor	Acquisition Date	Title Holder (LEA, Program, School)	Location/Room #	Funding Source/% Fed. Funding	Cost	Condition	Use of Equipment (Program Area)	Disposal
HP 470 printer	M056	123456	Office Depot	06/25/12	CTE/County High	V102	Perkins/100%	159	new	Welding	
Miller 220 AC welder	M055	2468	Holston Gas	01/12/12	CTE/County High	V102	Perkins/100%	600	new	Welding	
Kodak z720 camera	M054	k4567	Wal-Mart	01/11/12	CTE/County High	V106	Perkins/100%	200	new	Drafting	
HP 320 printer	M002	6789	Office Depot	08/20/07	CTE/County High	V102	Perkins/100%	79	broken	Welding	recycled 12/15/11

- [Perkins Local Plan and Budget Resources](#). The actual plan is located in [eplan](#).

**The following reports can be accessed by logging in to eTIGER:**

<https://doe1.tn.gov/Authorize/login.aspx>

- EIS School Course Listing
- FAUPL Approval
- Local Education Agency Competency Attainment Report
- Instructor Competency Attainment Report
- Follow-up Report/Secondary Placement
- CTE Student and Cohort Data
- Rubric Class Report By Student
  - eTIGER - Concentrator Report
    - Go to [CTE website](#)
    - Click on eTIGER Log in in the box on the right side of the page
    - Click on Login
      - Enter your Username and Password click on Login
    - Click on eTIGER
      - Click on CTE Director
    - Blue column to the left – Reports
      - Click on Concentrator
        - Select the year you want to view
          - Click Generate List

## **SECTION 4: PERKINS REPORT CARD**

Every system receives an annual report card. CTE is a part of the Report Card. Scores are based on negotiated levels of performance for each of the Core Indicators of Performance as listed below. Each CTE director is involved in the process of negotiating levels of performance for his/her system. To access your system's report card go to the Department of Education homepage <http://tn.gov/education/>, go to the "Topics" menu on top of page and select Report Card and then select the most recent year and "CTE Report Card." The Report Card provides demographics for each system Systems must meet the Federal Requirements to remain in compliance.

### **PERKINS IV CORE INDICATORS OF PERFORMANCE**

#### **1S1 - Academic Attainment: Reading/Language Arts-**

Academic Attainment of Reading/Language Arts is to measure the number of CTE concentrators who have met the **proficient or advanced** level on the statewide high school reading/language arts assessment.

#### **1S2 - Academic Attainment: Mathematics-**

Academic Attainment of Mathematics is to measure the number of CTE concentrators who have met the **proficient** or **advanced** level on the statewide high school mathematics assessment.

#### **2S1 - Technical Skills Attainment-**

Technical Skill Attainment is the measure of the number of CTE concentrators' achievement levels on those technical assessments which are aligned with industry- recognized standards, if available and appropriate.

#### **3S1 - Secondary School Completion-**

Secondary School Completion is to measure the number of CTE concentrators who attain the following high school diploma or its recognized state equivalent:

- 1) A secondary school diploma
- 2) A GED credential or other state-recognized equivalent (including recognized alternative standards for individuals with disabilities)
- 3) A proficiency credential, certificate or degree, in conjunction with a secondary school diploma (if offered by the state)

#### **4S1 - Graduation-**

The high school graduation rate (as described in Section 111(b)(2)(C)(vi) of the Elementary and Secondary Education Act, ESEA, of 1965) is the measurement approach used for this core indicator for the performance of CTE concentrators.

**5S1 - Secondary Placement -**

Secondary Placement is the measure of the number of graduated CTE concentrators who were placed in postsecondary education or advanced training, in military service, or had employment in the second quarter following the program year in which they graduated from secondary education.

**6S1 - Non-Traditional Participation -**

Non-traditional Participation is the measure of the number of CTE participants who are in CTE programs that lead to employment in non-traditional fields.

**6S2 - Non-Traditional Completion -**

Nontraditional completion is the measure of the number of CTE concentrators who have completed CTE programs that lead to the employment in nontraditional fields.

**SECTION 5: RISK BASED MONITORING**

LEAs will be monitored on an “at risk” basis, and LEAs who have been identified as “at risk” will have a full monitoring. The CTE Director and CTE CORE Consultant will work together to schedule and train teachers for the monitoring. Refer to the following links for required Risk Based Monitoring forms.

- <http://tn.gov/education/section/career-and-technical-education>
- [Risk Based Rubric](#)
- [PAR Form](#)
- [QPI Documentation Tips](#)
- [Annual Purchase List/Master Inventory Form](#)

## **SECTION 6: ADVISORY COUNCIL**

An effective advisory council/committee is required by Perkins IV Legislation.

- Below is a list with examples of effective members for the local advisory council.
  - Effective Advisory Council membership includes member(s) of other organizations such as:
    - County Commission
    - Chamber of Commerce
    - P-16 Council
    - Industrial Board
    - Media Rep. (newspaper, radio, etc.)
    - Other Influential Local Group(s) Labor rep, Local Teacher Organization, etc.
  - Local leaders such as:
    - Superintendent
    - Mayor
    - Local Legislator
    - President or Dean of the Community College
    - Director of the TTC
    - President of the PTO/PTA
    - Student, such as a president of a CTSO
    - Influential Small Business Owners
    - Influential Large Industry CEOs
    - Plant Managers
    - Hospital Administrator or local Doctor
    - Professional and Social Organization(s) Presidents

\*Note: School representatives should serve in an ex-officio manner only - not as a voting member.

## **SECTION 7**

### **CTE TEACHER LICENSURE**

Information regarding Occupational teacher licensure can be accessed via the following link:

<http://tennessee.gov/education/topic/cte-licensure-and-training>.

This site provides Information on obtaining a license and the requirements for each endorsement area are listed, as well as how to advance and renew a teaching license. This information will be helpful for directors as they try to fill teaching positions with qualified individuals in their systems.

Additional forms and information can be found on the educator licensure web page via the following link: <http://tn.gov/education/section/licensing>.