

Supervisors of Instructional Support Services Report
December 2013
Jan Kennerknecht and Patrick Holland

Curriculum Audits

Over the past month, Jan completed a thorough audit of ECTS curriculum with each instructor. In all, there are 44 curriculum documents that are posted on our website; they have been updated for accuracy and also have a new more professional appearance. There are approximately 650 course syllabi on our share drive that need to be kept current. Instructors have been given direction on any updates that are needed and all work must be completed by the end of this school year. Secretarial support is being provided as needed.

**Erie County Technical School
Curriculum Audit**

CIP Code	Program Title	Program Type	Program Start Year

The Erie County Technical School maintains an effective system for controlling any curriculum products, services or curriculum-related products or services that do not conform to stated requirements. This Curriculum Audit process conforms to ISO Quality Policy Number: 8.3 Control of Nonconforming Product.

Reviewer:

Date of Review:

Curriculum Items Reviewed	Notes	Corrective Action Needed
1. Course Sequence Chart		
o Date that last course changes were made to the Course Sequence Chart		
o Recent OAC minutes showing recommendations for curriculum changes		
2. Program Guide		
o SOC list is current		
o High Priority Occupations listed are current (2012, state and regional)		
o Industry accreditations are current		
o Student certifications are current – at least one industry certificate is offered annually		
o Prerequisites are current		
o Courses listed match current Course Sequence Chart		
o Hours are accurate		
o Tool list is included		

Curriculum Items Reviewed	Notes	Corrective Action Needed
3. Duty/Task List		
☐ Duty/Task List reflects current courses and associated tasks (will be provided)		
☐ National skill standards are listed for each task (or N/A)		
☐ PA Math Standards are listed for each task (or N/A)		
☐ PA Reading Standards are listed for each task (or N/A)		
☐ PA Writing Standards are listed for each task (or N/A)		
☐ PA Career Education & Work Standards are listed for each task (or N/A)		
☐ Tasks have been cross-walked to the most current NOCTI test used by students in the program		
4. Course Syllabi		
☐ For each course in the program there is a professional looking, current course syllabus		
☐ National Skill Standards are identified		
☐ Course activities are described accurately, up-to-date assignments		
☐ Tasks listed are on the Duty/Task List		
☐ The grading system described is the school-wide system		
☐ Describe how the course syllabi are shared with students		
5. Program of Study (POS) Crosswalk		
☐ The most current POS is being used in the curriculum – check against PDE website		
☐ The most current POS has been cross-walked with the Duty/Task List		
6. Career Pathway Plan of Study		
☐ How are Career Pathways being used with students?		
7. DACUM Information		
☐ How have you used your DACUM input?		

Comments:

Plan for corrections/Timeline--Describe what supports are needed, when work will be accomplished:

Instructor's Signature: _____ Date: _____

Reviewer's Signature: _____ Date: _____

Special Education

Mid-term grade reports of students with disabilities have been sent out to the special education teachers, case managers and guidance counselors. Our instructional aides have played a big part in helping our students be successful in our environment.

Erie County Senior Transition Staffings Meetings were held at ECTS at the end of November to discuss future plans for our current seniors. These meetings provide an opportunity for school district special education case managers and supervisors to discuss individual student progress and overall needs for our senior students with IEPs. This was a follow up meeting with the governmental agencies such as the Office of Vocational Rehabilitation and the Case Management Services. Our goal was to identify those students who may require additional support with continued training or employment after high school graduation through these agencies.

Food Safety Manager Testing will take place Wednesday, 12-18-13. Students who obtain a passing grade and obtain the Food safety Manager Certification will become part of a national registry which qualifies them for upper level positions in the Food, Hospitality and Tourism industries. We would like to thank all of the instructors and Instructional aides for all of their hard work behind the scenes and their support in getting all of our students successfully through this curriculum, but especially for their help with our students with disabilities.

Literacy

Our faculty and staff have done a great job in supporting our reading and writing initiatives. Our students are continuing to write a minimum of five to seven sentences daily about the information they are studying. The continued goal of these daily activities is again for our students to think out and process the lab specific content at an even deeper level of thought.

Since the start of the school year, Jan and Pat attended 78 IEP meetings.