

Supervisors of Instructional Support Services Report
December 2015
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Curriculum Development

Curriculum Audits have been scheduled over the months of November and December. We are meeting with instructors to review the three major program documents (Duty/Task List, Course Sequence Chart and Program Guide) and the status of other curriculum projects. A Curriculum Audit Rubric is used to calculate each instructor's performance in this area, using ratings of Distinguished, Proficient, Needs Improvement or Failing. The Curriculum Audit score received will be integrated into the instructor's overall rating for the school year.

NOCTI Improvement Plan Calendars are also being reviewed and scored with a similar rubric. Again, the score will be integrated into the instructor's overall rating for 2015-2016.

Textbook requests for the 2016-2017 school year have been submitted to the Business Manager.

NIMS testing has begun for our Precision Machining students. Remle Moyak is overseeing the testing this year.

We are preparing for NOCTI end-of-program testing so that we are ready for both the online and performance testing in April. Again, Remle Moyak is supervising this testing with assistance from Joe Tarasovitch and our secretary, Michele Smith.

Literacy... "Thinking in Writing"

Two years ago we introduced student writing journals in all the ECTS labs to help facilitate thinking and writing skills. A review of journals this month revealed that teachers are using the journals to cement lab-specific concepts. The prompts teachers come up with tap into a variety of thinking strategies, including activating students' background knowledge, making connections between theory and practice in the lab, and reviewing key industry-specific vocabulary. These journals also serve to give teachers an informal assessment of students' grasp of weekly material. Teachers can then adjust their instruction to revisit concepts or move on to the next lesson in their curriculum.

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.