

Supervisors of Instructional Support Services Report

January 2017

Sandy Carr and Patrick Holland

Curriculum Development

Curriculum audits have been scheduled this month. Sandy is 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.

Textbooks have been purchased for the Level I Construction Trades students. Additional textbooks will be purchased during the next school year.

DACUM workshops for Tourism and Hospitality, Computer Networking, and Electronics are scheduled with Jan Kennerknecht as the facilitator. The Tourism and Hospitality DACUM workshop is planned for February 23 and 24.

Literacy... "Thinking in Writing"

We are currently advertising for a new Literacy Coach. Instructors continue to utilize reading and writing strategies as a part of their instructional activities.

Special Education

Pat and Sandy have sent the second quarter/semester grades for our students with disabilities to our district Counselors and Special Education Case Managers. We have scheduled the Transition Staffings for our junior students in February.

We had the opportunity to travel with the Transition Center staff and students to the Hiram G. Andrews Center on January 11, 2017. This center is managed by the Department of Labor and Industry. Students toured the residential and instructional facilities. There are 15 career and technical programs offered at the center. Programs are offered to students with disabilities residing in the Commonwealth of Pennsylvania. Several former ECTS students have attended and some current students are considering attending this post-secondary school.