

Supervisors of Instructional Support Services Report
December 2017
Sandra Carr and Patrick Holland

Curriculum Development

The NATEF mid-term review was submitted and we have received the compliance review results. Only one item was listed as needing attention before the re-certification in 2020.

Textbook requests for the 2018-2019 school year have been submitted to the Business Manager.

Instructors have submitted their NOCTI Improvement Plan Calendars. These plans are being reviewed and scored with a rubric to calculate each instructor's performance in this area, using ratings of Distinguished, Proficient, Needs Improvement or Failing. The score will be integrated into the instructor's overall rating for 2017-2018.

Sandy attended the Western Region PACTA meeting on December 1, 2017 at Mercer County Career Center.

Observations

Pat and Sandy have assisted with the formal observations of our instructors. Both have witnessed some outstanding classroom practices.

Literacy... "Thinking in Writing"

Four years ago we introduced student writing journals in all of the ECTS labs to help facilitate thinking and writing skills. A review of journals this month revealed that instructors are using the journals to reinforce lab-specific concepts. The prompts developed by the instructors 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 the students' grasp of weekly material. Teachers can then adjust their instruction to revisit concepts or to 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 Staffing Meetings were held at the end of November and early December to discuss the 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 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.