

Supervisors of Instructional Support Services Report

January 2018

Sandra 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.

The DACUM workshop for Cosmetology is scheduled for Monday, January 29. Jan Kennerknecht will facilitate the DACUM process.

Special Education

Second quarter 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.

Several case managers and counselors have inquired about accessing grades for their ECTS students. We have forwarded the instructions to our district contacts so that they may monitor their students' grades.

Erie County Junior Transition Staffing Meetings are scheduled at ECTS in February to discuss future plans for our current juniors. These meetings provide an opportunity for school district special education case managers and supervisors to discuss individual student progress and overall needs for our junior students with IEPs. Governmental agencies such as the Office of Vocational Rehabilitation and the Case Management Services also attend to gather client information. Our goal is to identify those students who may require additional support with continued training or employment after high school graduation through these agencies.

Literacy... "Thinking in Writing"

Once again, our students were able to support the "Make-A-Wish Foundation". Early in December, the students were provided a rubric outlining the format of a formal letter. Our instructional staff worked with our students to write letters expressing their wishes for their Career and Technical Programs. The letters were sent to the "Macy's Foundation" who in turn, donated one dollar for every letter written. Our student contribution was over \$700.00. Thanks to our students and staff for their continued support of the Make-A-Wish organization.