

Supervisors of Instructional Support Services Report
September 2020
Sandy Carr and Lesa Scalise

Curriculum Development

Curriculum – The Professional Learning Communities (PLC) groups met to collect information regarding MS Teams utilization and training needs. The PLC Leadership team will analyze the information and formalize plans to address instructor needs. PLC meetings are scheduled throughout the school year.

Thanks to Jason Klins, our Computer Programming Instructor, for hosting a “lunch and learn” session for instructors that will utilize the Cengage Career Pathways resource for remote learning. We anticipate approximately 260 student subscriptions for on-line resources to Career and Technical textbooks.

Sandy is working with CTE360 representatives on a training plan for ECTS staff to utilize the system for unit planning, co-op paperwork, and career artifact collection.

New Program – Sandy presented the labor market information to the director and principal and discussed new program alternatives.

Program Re-approval and 339 Audit – Sandy is updating the CATS system information for the PDE program re-approval. Lesa and Sandy are assisting with documentation needs for the upcoming 339 Audit.

NOCTI Testing– Seniors will take the NOCTI pre-test the beginning the week of September 28.

Special Education

Sandy and Lesa met with instructors to review the IEP's and 504 plans of their students. We have attended many parent meetings for new and returning students. Our instructors and instructional aides have taken an active role in identifying the specific needs of students with disabilities. Our goal is to provide the direct supports that our students need. We strive to be more efficient in diagnosing the supports needed by our students and then scheduling our instructional aides to administer needed services.

With Cat Doty's assistance, Lesa and Sandy interviewed several candidates for the Instructional Aide positions. Our candidates are on the agenda for JOC approval.