

Supervisors of Instructional Support Services Report

June 2023

Sandy Carr and Lesa Scalise

Curriculum Development

Curriculum Work –Fourteen instructors participated in summer curriculum work to develop/update unit plans in CTE-360. New instructors reviewed curriculum documents and became more familiar with the curriculum process and documentation.

PIMS Verification – We have been working to update and verify information for PIMS reporting. Student certifications and work-based experiences are recorded for students.

Program Approval – All required information was entered into the new CATS system for the Health Assistant new CIP code program approval.

Accreditation – Mariea Sargent completed the documentation for the ADDA Curriculum Certification Renewal Application this spring. Documentation was sent to ADDA for approval.

Textbooks – A motion is on the agenda for the approval of textbooks for Automotive Technology, Construction Trades, Facility Maintenance Technology, Hospitality Management & Tourism, and Sports Therapy & Exercise Science.

Special Education

Enrollment Update - As disability verification is received from sending schools, updates to Infinite Campus and the Specially Designed Instruction database are being made. Updated rosters of new students will be sent to each school districts' special education supervisors to make the final identification of our students with disabilities.

Planning for 2023-2024 - Sandy and Lesa are reviewing the IEPs/504 plans of new students and working with school districts and parents as necessary to plan for students' successful transition to ECTS.

Instructional Aide Evaluations- Lesa completed all of the instructional aides' end-of -year evaluations. Our instructional aides play a crucial role in supporting the students and staff throughout the school year.

Transition Center Enrollment Process- The enrollment process for Transition Center students is now up and running in SchoolMint.