

Supervisors of Instructional Support Services Report

June 2024

Sandy Carr and Lesa Scalise

Curriculum Development

Curriculum Work –Seven instructors participated in summer curriculum work to revise curriculum documents and develop/update unit plans in CTE-360. An additional thirteen instructors plan to do this work in July and/or August.

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 Emergency & Protective Services program (CIP Code 43.9999).

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, Emergency & Protective Services, and Health Assistant.

NOCTI/NIMS Testing Results – 2023-2024 testing data is being sorted and organized for analysis. District reports are included in this month's information.

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. Rosters of new students have been sent to each school districts' special education supervisors to make the final identification of our students with disabilities.

Planning for 2024-2025 - 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. Heidi Crane is working on the organizational tasks associated with acquiring IEPs/504s, saving them in our student information system, and preparing support binders for instructors and instructional aides.

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