**CTE ADMINISTRATOR CALENDAR 2024-2025**

**August / September/ October**

* **Perkins Grant Application Due September (Check eGrants in TEAL for due date)**
* Submit to local newspaper the announcement of [Nondiscrimination statement](http://tea.texas.gov/index2.aspx?id=2147495596&menu_id=2147483703&menu_id2=2147483709) for publication at least two weeks prior to beginning of school year. (Civil Rights Requirement) must be coded to Object Code 6491-required postings
* Add continuous non-discrimination (short) statement to email, websites and any CTE marketing
* Verify that [CTE teacher certification](https://secure.sbec.state.tx.us/SBECONLINE/virtcert.asp) corresponds appropriately with the [CTE teaching assignment](http://tea.texas.gov/WorkArea/linkit.aspx?LinkIdentifier=id&ItemID=25769807450&libID=25769807453)
* Review Master Schedule to ensure all CTE courses are properly identified with the correct PEIMS code
* Conduct CTE Staff Development for all CTE teachers and New CTE Staff Development if needed
* **Review changes** in [Student Attendance Accounting Handbook](http://tea.texas.gov/index2.aspx?id=25769817607) -save to desktop!
* Schedule first Advisory Committee for CTE programs
* Meet with Counselors regarding Programs of Study, impact of schedule changes for CTE students, endorsement plans, etc.
* Teachers must complete [online courses for math, science and work-based learning](https://tea.texas.gov/academics/college-career-and-military-prep/career-and-technical-education/cte-professional-development)
* Verify that all salary budget (PIC 22) coding on all CTE teachers is accurate; Split-funded if not teaching 100% CTE
* Verify that all program clusters are offering an active CTSO for student participation.  Follow through with establishing new [student organizations](http://tea.texas.gov/Curriculum_and_Instructional_Programs/Learning_Support_and_Programs/Career_and_Technical_Education/Career_and_Technical_Education_-_Student_Organizations(1)/) if needed.
* Verify summary of all student career assessment results that came over from middle school or junior high and provide career assessment for any students who do not have assessment results
* Review PEIMS Auto Code Summary
* Meet deadlines for PEIMS snapshot day (usually last Friday of October)
* Facilitate all beginning of school ARD meetings. Are appropriate CTE teachers participating? Do all appropriate CTE teachers have copies of IEPs for students as needed?  If the department does not have an ARD resource book, start creating one to use as a reference.
* Have teachers complete Program self-assessments and submit wish lists for Perkins funded instructional supplies and equipment (Only schools that apply for their own Perkins Grant)
* Prepare P.O.’s for equipment and instructional materials as appropriate for course instruction.
* Write bids as needed for equipment purchases that have been approved for purchase
* Plan for RDA reporting as appropriate.  Look for staging in October.
* Conduct program walk-throughs
* Schedule T-TESS observations/walk-throughs
* Host Open House/Meet Your Teacher Night
* Submit required student plans:  Project Based Research Plans as well as Career Prep/Practicum training plans due by the 15th day of instruction
* Review Principal and Superintendent FTE reports for accuracy
* Request PEIMS report for courses and class counts
* Review Legislative Activity.

**November/ December/ January**

* Prepare for Celebrate [CTE Education](https://www.acteonline.org/ctemonth/#.VK63q9LF98E) Month in February.  Plan activities to promote your program to teachers, students, counselors, parents, and the community, business/industry
* Review Principal and Superintendent FTE reports for accuracy
* Review department expenditures to date
* Monitor budgets and make mid-year corrections as necessary to support student instructional success and program improvement
* Develop and/or facilitate all staff participating in mid-year or winter staff development as offered by state or ESC
* Conduct pre-evaluation conference with each teacher to lay out expectations of teacher evaluations
* Facilitate and/or supervise student career assessment activities at middle school or junior high and ensure development of graduation plans for all 8th grade students
* Review program instructor job descriptions; Submit corrections to Human Resources Office and to School Board as needed
* Facilitate and/or supervise a college and career night or day long activity
* Prepare for mid-year reallocations of Perkins fund (Districts that apply as the fiscal agent for Perkins grant) Prepare an amendment if needed to use money in different code areas.
* Review budget and equipment requests; Re-adjust budget and purchases as appropriate
* Facilitate mid-year ARD meetings as appropriate for student success
* Conduct program walk-throughs
* Conduct teacher evaluations as appropriate
* Develop a recruitment plan for next year scheduling
* Resolve 2nd semester schedule changes
* Provide input in District and Campus Improvement Plan

**February/ March/ April**

* Begin pre-registration activities for HS students
* Implement National CTE Month Activities
* Finalize all expenditures; prepare to close out Perkins budget (Districts that apply as the fiscal agent for Perkins grant)
* Readjust state and federal budget as necessary to meet student/teacher needs
* Review and adjust Comprehensive Local Needs Assessment (The CLNA will need to be updated every 2 years for the Perkins grant, this includes all fiscal Agents and SSA members)
* Schedule second Advisory Committee meeting and facilitate program evaluations by business and industry partners
* Assist counselors/administrators with planning for following year master schedule
* Celebrate National Counselors Week in February
* Celebrate National School Week in March
* Begin collecting Industry-Based Certification results from teachers
* Arrange for tours of post-secondary programs for high school students
* Facilitate and support student participation in CTSO competitions
* Facilitate teacher commitment to planning for summer professional development training and/or conferences
* Revisit and update the Campus and District Improvement Plans to include targets for district staff development; Plan for summer and fall staff development opportunities
* Recruit and hire new teachers as appropriate
* Build tentative budget for following school year
* Review budget expenditures to date
* Review Principal and Superintendent FTE reports for accuracy
* Begin pre-registration activities for middle/junior high students and include a tour of CTE facilities
* Conduct Interest/Aptitude assessment for 7th and 8th graders
* Conduct CTE Program evaluations
* Conduct equipment [inventory](https://docs.google.com/viewer?a=v&pid=explorer&chrome=true&srcid=0B0_yZ0ovK-nvYTc2YzRmYjctMWJkYy00MmFiLTk0YzEtOWZjNmNkODAxMDk1&hl=en)

**May/ June/ July**

* Review final FTE report for estimated funding
* Facilitate end-of-year ARD’s and ensure that appropriate staff are in active participation
* Prepare all registration for staff to participate in professional development opportunities through summer and early fall.
* Finalize and close out all current year budgets and plan for following year
* Collect information on student industry certifications for IBC Reimbursement
* Enter IBC results for IBC reimbursement
* Submit designation form for Perkins grant.  If applying on your own, prepare annual Perkins Grant Application (Check eGrants in TEAL for due date) SSA Members need to contact the fiscal agent for ADC submission date.
* Finalize all end of fiscal year expenditure reports.  Final Perkins Expenditure Report Due (Districts that apply as the fiscal agent for Perkins grant)
* Finalize all interviews and new hires for following school year
* Finalize master schedule and all CTE teacher assignments
* Summarize findings from Advisory Committee’s evaluations of programs and present to Board
* Summarize data from middle school student career assessment and integrate into program improvement plan; Present to Board
* Update CTE Teacher Handbook (or Policies and Procedures Handbook)
* Plan for Back-to-School Meeting with CTE faculty and staff
* Check on computer labs, necessary software, and re-imaging of computers in preparation of new school year
* Review district EOC assessment data specific to CTE students
* Review Principal and Superintendent FTE reports for accuracy
* Join [TEA Listserv](https://public.govdelivery.com/accounts/TXTEA/subscriber/new) and select Career and Technology Directors if new to position
* Meet with PEIMS Coordinator for changes/updates
* Recruit new teachers for any vacancies in program areas
* **Submit to local newspaper the announcement of**[**Nondiscrimination statement**](http://tea.texas.gov/index2.aspx?id=2147495596&menu_id=2147483703&menu_id2=2147483709)**for publication at least two weeks prior to beginning of school year. (Civil Rights Requirement) Must be coded to Object Code 6491-required postings**
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