

## CTE Director Responsibilities

### Perkins Compliance

- **Perkins Plan**--Develop the Perkins Plan annually with guidance from the CORE CTE Consultant. Continually evaluate the progress of the Goals and Action Steps. Ensure that the plan is followed each year.
- **Perkins IV Core Indicators of Performance and Report Card Data**--In order to make AYP on the State Report Card each LEA must meet the negotiated level of performance for each indicator. For systems performing between 95% and 100% the safe harbor is to maintain a 95% threshold. (Guide p. 12-14)
- **Program Requirements**--To meet the requirements for Perkins IV and the Carl D. Perkins Career and Technical Education Act of 2006 State Plan, the plan components must be addressed. (Guide pp. 12.3-12.4)
- **Quality Program Indicator Documentation (QPI)**--Maintain documentation of evidence that all programs meet each QPI indicator. Only programs that meet 100% of the QPI may receive Perkins Funds. (Guide p. 12.11)

### Fiscal Compliance

- Draw down 100% of LEA Perkins funds and spend at least 25% per quarter.
- Develop and manage the Perkins Budget
- Maintain requisitions, purchase orders, invoices, packing slips and method of payment records for all purchases and expenses.
- Submit budget amendments as needed throughout the year.
- Work with teachers to assess needs for programs.
- Develop a Four Year Plan for Equipment Purchases and a Professional Development Plan.
- The LEA must address each of the Required Uses of Funds annually. (Guide p. 12.12)

### Professional Development

- The CTE Director is responsible for planning Professional Development for CTE and appropriate academic teachers, administration and counselors.
- Provide Professional Development within the LEA or arrange for training on the various topics as required. (Guide p. 12.14)

### Data Reporting

- Work with LEA EIS personnel to ensure that teacher and class data is correct
- Complete Competency Attainment Data Reporting through eTIGER
- Complete Placement and Follow-up Reporting
- Programs of Study Selection

### Reports

- Annual Improvement Summary Report- Due June 30<sup>th</sup> each year.
- Equipment Inventory- Due August 1 each year.
- Submit Work Based Learning Summary Sheets due October 15 and March 1(if applicable)

### Risk Based Monitoring

- Prepare for formal program monitoring as required
- Work with CTE CORE Consultant to schedule and train teachers for the monitoring.

### Additional Responsibilities:

- Hire and evaluate CTE teachers
- Work with post-secondary institutions on articulation, dual credit and dual enrollment responsibilities. (QPI and Compliance)
- Organize and meet with Advisory Committees (QPI and Compliance)
- Assist in development of the Master Schedule at all schools to reflect Programs of Study for each Career Cluster (Compliance and RBM)
- Attend at least 75% of State Conferences, meetings and monthly Regional Study Council meetings. (RBM)