

LOCALLY

- Be a team member/player of the district administrative team. You ARE a district administrator!
- Be Visible – in your building and other places/school district(s) events
- Go to sending school events – ball games, graduations
- Don't be an island...If you don't know...ask...another Director, Lori, Perry, Me...
- Keep a day planner for year 1...it's for your second year.
- Do a monthly calendar of events of the 1st year...this becomes your calendar of events for year 2 & beyond...those things that will be routine...
 - Example: Advisory Committee night
 - Teacher evaluations due
 - Teachers recommended for rehire with the BOE
 - Student handbook or website updates & revisions
- Always know your school district Board Policies...if you don't know where they are ... ask someone.
- Research the DESE Career Education Website:
 - Quick Links section
 - Perkins Act
 - ✓ Allowable Costs Vs Unallowable Costs
 - CTE State Finance
 - Breaking Traditions
 - ARPA - MACCO
- Know important dates & places:
 - New Program Application ... September 1 – May 1 for the next school year
 - Enhancement Grant
 - CLNA – Due this fiscal year (even fiscal years) – Do not submit to DESE
 - CLNA – Who it involve in your assessment
 - Business / Industry representatives (local and sending communities)
 - Sending school administrations
 - Local administration (HS Principal/Counselor)
 - Educators
 - Parents
 - Students (Junior & Senior)
 - CCQI – Submission window = March 1 – June 1 (Odd fiscal years, & you will need access to Tiered Monitoring)
- Educator Screen – you will need access to Core Data
 - Core Data Screen 18 & 20
 - Core Data Screens 26 & 27
- Promote Teacher Externships in CTE.

- Develop Administrative Advisory Council
 - Sending school administration
 - Core academic teachers

- You or your Counselor should have a Counselor Advisory Committee
 - Sending school counselors

- Communicate with your Legislator
 - Invite during CTE week
 - Invite School Board members & District Leadership for tours

REGIONALLY & STATE LEVEL

Get involved with MCCTA/MOACTE

Regional

State Leadership