



STATE OF MISSOURI
 DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
 OFFICE OF COLLEGE AND CAREER READINESS
 P.O. BOX 480, JEFFERSON CITY, MISSOURI 65102-0480
 PHONE: (573) 751-2660 FAX: (573) 526-4261

SELF-MONITORING REPORT FOR CAREER EDUCATION

School District Name	County/District Code
District Career Education Contact	Form Due Date October 15

Procedures

School districts that are going through 4th Cycle MSIP on a given year are required to complete the *Self-Monitoring Report for Career Education*. The *Self-Monitoring Report for Career Education* is based on the **Common Standards for Career Education Programs**. Respond to each Career Education Program Standard and Quality Indicator by placing a checkmark in the appropriate boxes. Responses are required on each item. Only one self-monitoring report is required per district. The *Self-Monitoring Report for Career Education* should be mailed to:

Coordinator of Career Education
 Department of Elementary and Secondary Education
 P.O. Box 480
 Jefferson City, MO 65102-0480

Assurances

The authorized representative assures the Department of Elementary and Secondary Education that the information presented in the Self-Monitoring Report for Career Education is correct and accurate.

Signature of Authorized Representative	Date
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The district operates the following approved career education programs:

- Agriculture, Food and Natural Resources Education
- Business Education
- Cooperative Education
- Family Consumer Sciences and Human Services
- Health Sciences
- Marketing Education
- Technology and Engineering Education
- Skilled Technical Sciences

Standard – Program Management and Planning

A system of data collection and evaluation provides the information necessary for program development and continuous improvement resulting in high student achievement.

<input type="checkbox"/> Yes <input type="checkbox"/> No	Quality Indicator 1 – The program has a written statement of educational mission, goals, and objectives which is developed with input from parents, students, administration, community, and business/industry.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Quality Indicator 2 – There is a well-defined program plan and outline that reflects the teaching of academic, employability, occupationally-related, and leadership skills.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Quality Indicator 3 – There is a written plan to annually evaluate the effectiveness of the program. The written plan to evaluate the effectiveness of career education programs includes: <input type="checkbox"/> Yes <input type="checkbox"/> No Measurable objectives identified for each career education program. <input type="checkbox"/> Yes <input type="checkbox"/> No Established performance measures for each measurable objective. <input type="checkbox"/> Yes <input type="checkbox"/> No An acceptable level of performance has been determined for each measure. <input type="checkbox"/> Yes <input type="checkbox"/> No An established procedure for gathering, analyzing, and reporting data relevant to each measure of performance. <input type="checkbox"/> Yes <input type="checkbox"/> No An established procedure for reporting the outcomes and corrective action (if necessary) for all measurable objectives of each career education program.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Quality Indicator 4 – An annual program budget is collaboratively developed by the teacher(s) and administrator(s) to provide adequate funding for professional development, Career and Technical Student Organization activities, equipment, maintenance, supplies, and materials.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Quality Indicator 5 – A program advisory committee provides community input and support for the program.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Quality Indicator 6 – The teacher promotes the program to the community by providing information about program goals and activities.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Quality Indicator 7 – The teacher collaborates with students, parents, administrators, and guidance counselors to assist in making informed career choices that support the student's personal plan of study.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Quality Indicator 8 – A recruitment and retention plan is developed annually and implemented for prospective and current students.

Please indicate program(s) that do not meet the standard or any indicator:

Standard – Curriculum

The career education program has a written curriculum for each sequential course with a balance among classroom/laboratory instruction, leadership, and personal development.

Quality Indicator 1 – The written curriculum guide includes the required components.

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|------------------------------|-----------------------------|--|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Rationale |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Course description |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Graduate goals |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Measurable learner objectives |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Instructional activities |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Assessments, including performance-based assessments |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Cross-referenced to the Show-Me Standards |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Full alignment – internal and external |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Board approval |

<input type="checkbox"/> Yes <input type="checkbox"/> No	Quality Indicator 2 – A written grading system/policy for measurement of student achievement is in place.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Quality Indicator 3 – The curriculum is reviewed annually and revised as necessary to reflect changes occurring in industry, student needs, and instructional technology.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Quality Indicator 4 – Written articulation agreements and dual credit arrangements are developed, implemented, and updated with postsecondary institutions.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Quality Indicator 5 – Embedded credit opportunities are available.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Quality Indicator 6 – The curriculum reflects a balance of Career and Technical Student Organization (CTSO) activities and classroom/laboratory instruction to achieve curricular goals.

Please indicate program(s) that do not meet the standard or any indicator:

Standard – Instruction
Classroom instruction is congruent with the written curriculum.

<input type="checkbox"/> Yes <input type="checkbox"/> No	Quality Indicator 1 – Daily lesson plans and teaching calendars derived from the curriculum guide are used to direct the instructional process.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Quality Indicator 2 – A variety of instructional methods and strategies are used to accommodate all learning styles.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Quality Indicator 3 – Effective classroom management techniques facilitate instruction.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Quality Indicator 4 – Program/course objectives, assessment methods, and performance expectations are shared with students and parents/guardians prior to instruction.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Quality Indicator 5 – An instructional management system exists for reporting student progress and classroom mastery of curriculum competencies.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Quality Indicator 6 – The teacher utilizes instructional strategies identified in the students' Individual Education Plan to facilitate student achievement.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Quality Indicator 7 – School and community resources are used to effectively achieve curricular and program goals.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Quality Indicator 8 – Appropriate equipment and instructional materials are utilized to support the curriculum and instructional process.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Quality Indicator 9 – Students can acquire industry-recognized credentials, if applicable, which demonstrate skills to meet industry accepted standards.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Quality Indicator 10 – The instructor and the guidance staff work cooperatively to provide assistance in the transition to the workplace and/or continued education.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Quality Indicator 11 – Work-based learning is integral to the curriculum and program objectives.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Quality Indicator 12 – Cooperative education is guided by Department policies for credit and supervised employment for approved high school cooperative education programs (Policy Letter #4 http://dese.mo.gov/divcareered/Marketing/Cooperative_Education/Mark_Coop_Policies.pdf and Graduation Handbook).

Please indicate program(s) that do not meet the standard or any indicator:

Standard – Professional Development

The certified teacher participates in ongoing, high-quality professional development activities.

Yes No

Quality Indicator 1 – The teacher is appropriately certificated.

Yes No

Quality Indicator 2 – The teacher prepares and follows an annual professional development plan that aligns with his/her individual performance-based teacher evaluation.

Yes No

Quality Indicator 3 – The teacher participates in technical and professional activities in the content area and in instructional management.

Yes No

Quality Indicator 4 – The teacher maintains membership, participates, and provides leadership in professional organizations.

Please indicate program(s) that do not meet the standard or any indicator:

Standard – Career and Technical Student Organizations (CTSOs)

The appropriate CTSO is affiliated with the state and national organization and is an intra-curricular element of the program.

The district has the following career and technical student organizations:

	In-District CTSOs	Number of Participants
DECA	<input type="checkbox"/>	_____
FBLA	<input type="checkbox"/>	_____
FCCLA	<input type="checkbox"/>	_____
FFA	<input type="checkbox"/>	_____
HOSA	<input type="checkbox"/>	_____
SkillsUSA	<input type="checkbox"/>	_____
TSA	<input type="checkbox"/>	_____

Yes No

Quality Indicator 1 – A program of work aligning the CTSO with curriculum goals and objectives is developed annually by students and teachers.

Yes No

Quality Indicator 2 – Curriculum goals and objectives are achieved through the integration of CTSO programs and activities.

Yes No

Quality Indicator 3 – The CTSO program of work includes leadership skills, career competency, community service, and school service.

Yes No

Quality Indicator 4 – All students participate in CTSO activities.

Yes No

Quality Indicator 5 – The local CTSO chapter is recognized for meeting state and/or national organization standards.

Please indicate program(s) that do not meet the standard or any indicator:

Standard – Instructional Facilities and Equipment
Facilities and equipment are safe, clean, and appropriate.

<input type="checkbox"/> Yes <input type="checkbox"/> No	Quality Indicator 1 – Classroom and lab areas meet existing federal, state, and local health and safety codes/standards, including ADA standards.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Quality Indicator 2 – Classroom and lab areas are appropriate for the program and conducive to student learning.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Quality Indicator 3 – Equipment is in good repair and proper working order.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Quality Indicator 4 – Equipment is representative of that used in industry and aligns with the curriculum.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Quality Indicator 5 – An inventory of equipment is on file and updated annually.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Quality Indicator 6 – A district plan is in place for equipment replacement and/or immediate repair.

Please indicate program(s) that do not meet the standard or any indicator:

Agricultural Education Programs Only

<input type="checkbox"/> Yes <input type="checkbox"/> No	Quality Indicator 1 – The agricultural education teacher is provided time in the school day to supervise student experiential learning (SAE) instruction.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Quality Indicator 2 – The Program has in place a grading procedure that incorporates all components of the instructional program (i.e. classroom/lab, experiential learning (SAE), and leadership and personal development (FFA).
<input type="checkbox"/> Yes <input type="checkbox"/> No	Quality Indicator 3 – Based on career pathways/clusters, interests, and agricultural education curriculum standards, all students have experiential learning (SAE) programs which are planned, developed, and managed by the student with instruction and support by the agriculture teacher, parents/guardians, and/or employer.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Quality Indicator 4 – The agricultural education teacher is employed 12 months to provide continuous instruction and supervision of student experiential learning (SAE) programs.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Quality Indicator 5 – Each agricultural education student maintains up-to-date and accurate experiential learning (SAE) records.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Quality Indicator 6 – The program serves the entire community by providing agricultural educational opportunities for adults.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Quality Indicator 7 – The program promotes agricultural literacy within the school and community.

The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, religion, gender, national origin, age or disability in its programs and activities. Inquiries related to Department programs and to the location of services, activities and facilities that are accessible by person with disabilities may be directed to the Jefferson State Office Building, Office of the General Counsel, Coordinator - Civil Rights Compliance (Title VI/Title IX/504/ADA/Age Act), 6th Floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, MO 65102-0480; telephone number 573-526-4757 or TTY 800-735-2966; fax number 573-522-4883; email civilrights@dese.mo.gov.