

**PROFESSIONAL MATRIX FOR CAREER AND TECHNICAL EDUCATION
ADMINISTRATOR EMPLOYMENT STANDARD**

CTE Administrator _____

System _____

Date _____

Content Indicator Code	Activities Which Demonstrates Knowledge Expertise	Sample Activities	Time Frame	Points Credit	Points Limit	Evidence	Points Accrued
1	CTE Program Supervision	<ul style="list-style-type: none"> * Formal evaluation of CTE teachers * Supervisor of CTE program 	7 yrs pre/ 3 yrs post employment as CTE administrator	5 pts per year	30 (minimum of 15 required)		
2	CTE Related College Coursework	<ul style="list-style-type: none"> * Content / subject area * Subject area pedagogy (methods) * Students with disabilities * Students in special populations * Organization and administration of CTE programs * Supervision in CTE * Curriculum development in CTE * History and philosophy of CTE 	Post Bachelor Degree	2 pts per semester hour	40		
3a	Employment Experience - Post High School	* Previous employment experience outside education completed prior to employment as CTE administrator	N/A	6 pts per year	18 (minimum of 6 required)		
3b	Employment Experience	* Employment experience outside education completed after employment as CTE administrator		2 pts per 240 hours			
4	Career Ladder Evaluation	* Career Ladder II	N/A	5	5		
		* Career Ladder III		10	10		
5	Perkins Report Card Data	* Exceed local performance core indicator(s) during reporting period(s) being measured while in the position of CTE administrator	N/A	1 pt per indicator receiving an "Y"	20		

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6	Staff/Professional Development	<ul style="list-style-type: none"> * Participation in professional/staff development pertaining to CTE area or addressing subgroup needs of CTE Areas * Presenter/facilitator of activity above (in addition to above) Membership regional, state, or national CTE organization * Officer or Board Member in organization above (in addition to above) * Attendance at conference with CTE content * Presenter at above conference (in addition to above) * Attend district, regional, or state CTSO competition as observer * Serve as a judge for district, regional, or state CTSO competition (in addition to above) * Attend CTE department meeting * Presenter at above meeting * Visit post-secondary CTE institution * Attend WFI meeting * Serve on WFI committee 	7 yrs pre/ 3 yrs post employment as CTE administrator	1 pt per event per year	(minimum of 20 required)		
		<ul style="list-style-type: none"> * Participation in TASL Academy with CTE content * Attendance at fall/winter/spring CTE director conference * Attend CTE study council meeting 		1 pt per day (maximum 2 pts per event)			

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7	Professional Leadership / CTE Administrator Activity	<ul style="list-style-type: none"> * TCSP/SIP/SACS committee member * TCSP/SIP/SACS chair (in addition to above) * CTE evaluation committee member * CTE evaluation committee chair (in addition to above) * Organize/facilitate CTE advisory committee meeting * Preparation of approved Local Plan or Addendum * Preparation of Annual Improvement Summary Report * Preparation of state inventory * Preparation of LEA Competency Attainment Composite Report * Preparation of Carl Perkins compliance monitoring * Preparation of local CTE budget * Preparation of 12th Grade Concentrator Report * Preparation of Concentrator Follow-up Report * Supervision of completion of eTiger information * Coordinate local career fair * Attend district/regional career fair * Participation in formation of new articulation agreement, dual credit, dual enrollment * Acquire a grant with CTE emphasis * Presenter at a feeder school registration/orientation * Visit a school with work-based learning courses * Establish a worked-based learning program * Complete technology training for submission of data required by Perkins 	7 yrs pre/ 3 yrs post employment as CTE administrator	1pt each per year	40 (minimum of 20 required)		
TOTAL POINTS ACCRUED (At least 120 required for CTE Administrator Employment Standard)							

Approved by Director of Schools (or Designee) _____

_____ Date

Approved by Assistant Commissioner of Education _____

_____ Date

Note: Applicant must make satisfactory progress by earning a minimum of **40** points per year and all required **120** points must be earned by the end of 3rd year.

Total Points End of First Year _____

_____ Reviewed by Director of Schools

_____ Date

Total Points End of Second Year _____

_____ Reviewed by Director of Schools

_____ Date

Total Points End of Third Year _____

_____ Reviewed by Director of Schools

_____ Date