**Dyersburg City Schools**

**CTE Department**

**Size, Scope, and Quality Indicators (SSQI)**

**Portfolio Guidelines**

Items of note:

* All documentation should be uploaded to the appropriate folder in the CTE Microsoft SharePoint
* Documentation is required per Program of Study (POS) instead of per Teacher
  + If a teacher has courses in multiple Programs of Study, then the teacher should upload documentation into each POS
  + Teachers from the same school in the same POS may work together to complete Portfolio requirements (for example, one teacher could complete Indicator 2 and another teacher in the same POS could complete Indicator 5)
* Name files according to the requirements included below so it is obvious what the document represents
* All items listed below are REQUIRED, unless it states “if applicable”

**Indicator 1 – Appropriate program size, alignment, and sequence which is informed by stakeholders:**

1. Class rosters *(uploaded by CTE Administrative Assistant)*
2. CTE Career Pathways Guide *(uploaded by CTE Administrative Assistant)*
3. CTE Master Schedule *(uploaded by CTE Administrative Assistant)*
4. School’s Registration Guide with course descriptions *(uploaded by CTE Administrative Assistant)*
5. Current Labor Market Data *(uploaded by CTE Coordinator)*
6. Advisory Council Information for 2 contacts per year *(uploaded by CTE Administrative Assistant):*

* For formal meeting: Sign-in Sheet, Agenda, and Minutes
* For second contact (phone, email, or in-person): Include date, where/how contact took place, and *detailed* description of what was discussed and impact on POS (must complete Advisory Council Contact Form)

**Indicator 2 – CTE offerings which are of sufficient scope:**

1. Provide evidence that your POS integrates each of the following components. Address each component at least once *(uploaded by CTE Teacher):*
   1. Academic skills
   2. Technical skills
   3. Employability skills
   4. Leadership skills

Options to provide evidence:

* Lesson Plans (must include Lesson Plan Cover Sheet before lesson plan)
* Guest Speakers (must complete Guest Speaker Form)
* Field Trips (must complete Field Trip Form)
* CTSO participation (must complete CTSO Participation Form); include photos in this folder if possible
* List of students provided by vendor showing industry certifications that were earned

**Indicator 3 – Quality educators which contribute to the profession:**

1. Teacher License (*uploaded by CTE Teacher*)
2. Transcript of Professional Learning hours from Performance Matter Website (*uploaded by CTE Teacher*)
3. Industry Certifications earned by teacher, **if applicable** (*uploaded by CTE Teacher*)
4. WBL Certificate, **if applicable** (*uploaded by CTE Teacher*)
5. Information from other CTE-specific professional learning a teacher attended, **if applicable** – include Agenda, approved PLC Proposal, and proof of attendance (*uploaded by CTE Teacher*)

**Indicator 4 – Career counseling and advisement which impacts students:**

1. School-wide college and career advisement information, including description of how YouScience is utilized (*uploaded by CTE Coordinator*)
2. Career Exploration lessons/activities conducted in class, **if applicable** (include Lesson Plan Cover Sheet before lesson; *uploaded by CTE Teacher*)

**Indicator 5 – Opportunities for students to demonstrate readiness:**

1. Description of Career Exploration and Work-Based Learning activities, including, but not limited to (*uploaded by CTE Teacher*):
   1. Guest Speakers (must complete Guest Speaker Form)
   2. Field Trips (must complete Field Trip Form)
   3. Career Exploration lessons/activities (must include Lesson Plan Cover Sheet before lesson plan)
2. Evidence of CTSO participation; complete CTSO Participation Form and upload photos if possible (*uploaded by CTE Teacher*)
3. List of students involved in Work-Based Learning course and their placements, **if applicable** (*uploaded by CTE Teacher*)
4. List of students involved in Supervised Agricultural Experiences (SAE) and their placements, **if applicable** (*uploaded by CTE Teacher*)
5. Postsecondary Agreements (*uploaded by CTE Coordinator*)
6. Dual Credit opportunities, **if applicable** (*uploaded by CTE Coordinator*)
7. Evidence of students (provided by postsecondary institution) that participated in the dual credit exam, **if applicable** (*uploaded by CTE Teacher*)
8. Evidence of students (provided by vendor) that earned an industry certification, **if applicable** (*uploaded by CTE Teacher*)
9. Class roster of Dual Enrollment course, **if applicable** (*uploaded by CTE Teacher*)