

MENTORING PROGRAM FOR NEW CAREER EDUCATION DIRECTORS

Introduction

Welcome to the new Career Education Director mentoring program. The completion of this two-year program will assist you in developing those leadership and administrative skills necessary for the successful operation of an area career center, technical programs within a community college, or technical programs within a school district. Additionally, by completing the program, you will have met one of the four requirements necessary for obtaining the Transition Administrator Certificate for Career Education Directors.

This mentoring program is composed of two parts, Year One topics and activities and Year Two topics and activities. This manual contains Year One topics and activities. They have been organized by their usual occurrence in the day-to-day operations experienced by most career and technical education administrators. You will find the Year One topics and activities to be very pragmatic and to the point. This was intentionally done as the result of a year-long effort by Mr. Doug Stewart, a veteran CTE administrator, who wanted to insure that this program would immediately benefit new CTE directors.

Following is a brief description of the first year topics and activities for you and your mentor to discuss and document. Documentation forms are also provided as a part of this manual. You will note that at the end of each section, space is provided for you tie the topic or activity to the ISLLC Leadership Standards, your performance-based administrator evaluation, your school improvement plan and your professional learning plan. It is important to make these connections, as requirements 3 and 4 of the Transition Certificate require a professional development plan and successful participation in an annual performance-based principal's evaluation. A copy of that evaluation form is included as an Appendix to this manual.

Year One Topics and Activities

Elements of Leadership- The first Year One topic concerns some basic leadership tenets. No doubt you are familiar with them, but a review and discussion of these practical skills by all CTE administrators provides a solid foundation for leading a successful educational enterprise.

Individual Program Analysis- Insuring quality career and technical programming is an important part of a CTE administrator’s job. How do you plan for it and insure its continuity? The topics in this section will assist you in those efforts.

Finance- Probably one of the most unique aspects of a CTE administrator’s position is the amount of knowledge required in the area of Career and Technical finance. This section covers budgets, tuition calculations, and federal monies such as Carl D. Perkins Grants, other grants, financial aid, and scholarships.

Personnel Administration- This section involves the discussion of hiring practices, teacher certification and evaluation, professional development and communication.

ISLLC Leadership Standards- The Interstate School Leaders Licensure Standards are comparable to the industry standards that we as technical directors use to evaluate many of our programs. Just as ASE, AWS, CISCO, and CompTIA are industry acronyms defining exemplary technical training programs, the ISLLC standards are the criteria that validate trained education administrators. Discussion and awareness of these six standards will assist you in your professional development plan and performance based administrator evaluation. Year Two of this manual will be entirely devoted to the standards.

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