

Adult, Career and Technical Education Department Chair Expectations

1. Work with the school-based textbook committee to secure needed textbooks.
2. Work with school-based administration to keep abreast of all master scheduling components and course/program offerings to ensure Adult, Career and Technical (ACT) student success.
3. Take an active role working with guidance counselors throughout the year proofing registration forms and academy applications, as well as curriculum handbook and course booklets to ensure accurate printing.
4. Work with the school-based technology committee, along with the district staff, to secure needed technical equipment for ACT teachers.
5. Attend county level ACT Department chair meetings every other month sharing information with other CTE teachers at their school.
6. Submit monthly ACT Department Chair Reports (written) providing the Vocational Specialist with updates on the following from each school-based teacher:
 - a. CTSO developments
 - b. Budget items/vocational expenditures
 - c. Recruitment efforts
 - d. Vocational concerns
 - e. What can be done to make my classes more successful?
7. Disseminate information shared by county level staff to teachers.
8. Encourage ACT teachers to submit work orders to keep their rooms and all equipment in working order.
9. Encourage ACT teachers, when absent, to leave adequate lesson plans. Provide plans in cases where teachers have not left lesson plans.
10. Provide ACT teachers with their professional organization affiliation paperwork.
11. Work with ACT teachers to promote human relations stories throughout the school year.
12. Assume a leadership role to promote Adult, Career and Technical education with school-based individuals and the community.
13. Submit to the district office all requested information in a timely fashion.
14. Praise and recognize ACT students within the school and community on a regular basis.
15. Encourage active involvement with the appropriate CTSO within the school.
16. Work with the principal and bookkeeper to actively pursue needed funding for a fully functioning department.
17. Hold regularly scheduled department meetings with all teachers within the department.
18. Lead, by example, and with a positive attitude, all ACT initiatives to sustain district-wide success.
19. Work closely with the school-based bookkeeper to ensure proper tracking and expenditures of ACT monies placed at the schools.

The above departmental expectations have been developed by the ACT district level staff and should be viewed as an addition to school-based responsibilities assigned by the principal.