

Appendix C  
CTE Training Description

## **College, Career, and Military Readiness Professional Development**

The TEA developed professional development modules to aid new and experienced CTE teachers, administrators, and school counselors in becoming proficient in their roles of facilitating quality CTE programs in their LEAs. The modules explore key CTE topics such as Perkins V legislation, LMI, Programs of Study, WBL, and IBCs. Specific training is provided for counselors and administrators and includes introductory and experienced levels. All trainings improve upon the knowledge and skills required to work with special populations in an instructional and individual planning environment. The series of modules and additional professional learning opportunities are described below.

### **CTE Teacher Professional Development**

New CTE Teacher Professional Development includes topics such as preparing CTE teachers for success, understanding CTE, and unpacking the CTE Standards.

### **Work-Based Learning**

Work-Based Learning trains teachers assigned to teach Career Preparation and Practicum courses and fulfills the training requirement of the TEA ensuring that each teacher assigned to Career Preparation I, Career Preparation II, or Extended Career Preparation, grades 9-12, has completed appropriate training in state and federal requirements regarding WBL and safety. Teachers learn what authentic WBL is and how to ensure students learn the skills and knowledge appropriate for their career pathway in a safe and appropriate environment through collaborative partnerships with local employers. Basic laws, rules, and procedures relevant to teaching CTE courses that involve WBL are introduced in this self-paced training [course](#).

### **CTE New Administrator Professional Development**

New CTE Administrator Professional Development consists of the following four modules.

#### **New Administrator Module 1: Data-Driven Decision Making**

Using a CTE lens while maintaining relevance to the overall success of students, Data-Driven Decision Making guides leaders to use facts, metrics, and data to guide strategic instructional decisions that align with campus and LEA goals, objectives, and initiatives. Participants will learn how to analyze multiple data sources, including CCMR indicators, LMI, and Comprehensive Local Needs Assessment (CLNA) Summary and Supplemental Reports. At the end of this module, participants will be prepared to integrate CTE into the overall environment of a data-driven organization while engaging various stakeholders in the decision-making process.

#### **New Administrator Module 2: Partnerships**

Partnerships are a key component of successful CTE programs. In this module, participants will explore a variety of internal and external partnerships, how each one plays a role within a CTE department, and the overall importance and potential impacts of nurturing and sustaining these relationships. Additionally, participants will review their LEA's current CTE partnerships and develop a strategic plan to cultivate new partnerships and strengthen existing relationships.

#### **New Administrator Module 3: Program Design**

The Program Design module will give participants the opportunity to use a design-thinking mindset to develop CTE programs that meet the needs of all students as they prepare for postsecondary success. Attendees will learn to identify effective CTE program design elements and practice using tools to enhance existing programs. Using available resources and data, participants will learn how to design CTE

programs that are accessible and aligned to relevant and real-world applications. In completing this module, participant will gain strategies and skills to strengthen their practice as CTE advocates and instructional leaders.

#### **New Administrator Module 4: CTE Resources**

The CTE Resources module provides an overview of many key components of CTE programs—time, finances, human resources, facilities, instructional resources and supplies, transportation, and professional learning. Participants will identify, review, and develop resources to build foundational knowledge to assist them in being successful in the varied roles they serve as programmatic and instructional leaders in CTE.

#### **CTE New Counselor Professional Development**

New CTE Counselor Professional Development consists of the following two modules.

##### **New School Counselor Module 1: CTE Programs—An Infrastructure for CCMR**

New School Counselor Module 1: CTE Programs—An Infrastructure for CCMR provides school counselors with the opportunity to examine how strong CTE programs can support all students as they prepare for postsecondary success. Participants will explore the components of approved CTE Programs of Study, including coursework, WBL opportunities, and industry-based certifications, and understand how these relate to the individual planning components of a comprehensive counseling program. Participants will review the relationship of CTE and Programs of Study to federal and state legislation (including Perkins V, HB5—Endorsements, HB3—Outcomes Bonus Funding, and SB179—Counseling Duties) and other initiatives. At the conclusion of this module, participants will have a deeper understanding of the value of CTE programs and be better equipped to work with administrators to create the local infrastructure for CCMR driven by data. (Note: This module is aligned with the Data-Driven Decision Making and Program Design modules for administrators.)

##### **New School Counselor Module 2: Effective Individual planning for CTE Programs**

New School Counselor Module 2: Effective individual planning for CTE Programs will help prepare counselors for their crucial roles in supporting students' postsecondary success. Participants will identify potential barriers that limit access to CTE programs and review individual planning strategies and resources to ensure accessible and equitable CTE programs. Participants will review the Perkins V definitions for special populations and explore success outcomes from strong CTE programs, such as college and career readiness, employability skills, and mental health wellness. At the end of this module, participants will recognize potential barriers to accessible and equitable CTE programs and devise plans to eliminate existing barriers.

#### **CTE Experienced Administrator Professional Development**

Experienced CTE Administrator Professional Development consists of the following four modules.

##### **Experienced Administrator Module 1: Planning for a Comprehensive K-12 College and Career Readiness Program**

Experienced Administrator Module 1: Planning for a Comprehensive K-12 College and Career Readiness Program offers participants the opportunity to learn how to develop CTE programs that prepare students to be competitive in a global economy. Attendees will learn how to engage stakeholders on individual planning, preparing, and challenging students throughout a K-12 system to develop career-related skills that connect to workforce expectations. Through this module, participants will gain

strategies and skills to strengthen their practice as career readiness advocates and discover new ways to connect with K-12 instructional leaders.

### **Experienced Administrator Module 2: CTE Program Evaluation**

Experienced Administrator Module 2: CTE Program Evaluation provides essential knowledge for CTE leaders to expand their CTE programs to align with in-demand, high skill, and high wage occupations. In this module, participants will learn about conducting program evaluations to spearhead program improvement practices while anchoring the work to T-TESS and T-PSS evaluation ratings. Program evaluations build upon the strengths, needs, and priorities identified in the Comprehensive Local Needs Assessment (CLNA) and provide guidance for improving and increasing the capacity of program activity.

### **Experienced Administrator Module 3: Program Expansion**

Experienced Administrator Module 3: Program Expansion will equip CTE leaders with resources and best practices to inform CTE program growth, including expanding CTE programs in middle school and high school and introducing new Programs of Study. This module provides strategies for messaging and communication, balancing industry demand and student interest, and addressing the challenges of expanding CTE programs in rural, suburban, and urban LEAs.

### **Experienced Administrator Module 4: Supporting CTE Teachers**

Experienced Administrator Module 4: Supporting CTE Teachers provides an overview of strategies used in the recruitment and retention of CTE teachers. Participants will engage in opportunities to problem solve, review available resources, and develop content to assist with retaining and supporting one of our most valuable resources—CTE instructors.

### **CTE Experienced Counselor Professional Development**

Experienced CTE Counselor Professional Development consists of the following two modules.

#### **Experienced School Counselor Module 1: Informed and Ongoing CTE Individual planning for Middle School and High School Counselors**

Experienced School Counselor Module 1: Informed and Ongoing CTE Individual Planning for Middle School and High School Counselors provides school counselors with strategies for supporting individual student planning that aligns with the EAF. The training includes a clear vision for planning, implementing, and evaluating an individual planning program that supports students' academic and career development goals. Participants will learn how to support postsecondary success for all students by leveraging internal and external partners and providing high-quality individual planning materials and assessments that support students in postsecondary planning and preparation.

#### **Experienced School Counselor Module 2: Planning for Comprehensive K-12 College and Career Readiness**

**Individual Planning** Experienced School Counselor Module 2: Planning for Comprehensive K-12 College and Career Readiness individual planning is geared toward the important work of school counselors who are planning students from elementary to high school to prepare for an ever-changing workforce. Participants will learn how to advise and guide students with decision making and planning for postsecondary success. Attendees will also learn how to establish a robust individual student planning system that informs students of workforce trends. Participants will gain strategies to enhance their practice as career readiness advocates and to support their stakeholder collaboration to advise students in preparing for in-demand, high skill, high wage occupations.

## **Online Professional Development**

Additionally, the following online courses support CTE teachers, administrators, and counselors.

### **CTE 101: CTE Teacher, Administrator, and Counselor Professional Development**

CTE 101 reflects current legislation and best practices in Career and Technical Education. This course is designed for both new and experienced CTE administrators and secondary school counselors, providing insights regarding Perkins V legislation, LMI, Programs of Study, and IBCs.

### **CTE 102: Professional Development for Experienced CTE Administrators**

CTE 102 will build the efficacy of experienced Career and Technical Education administrators through components that will help them implement a comprehensive K-12 college and career readiness program, build knowledge of CTE program evaluation, expansion, and support of CTE teachers.