

CHAPTER IV: Schoolwide Action Plan

A: The Instructional Program will be Viable and Reflect Current Trends and Data

The Instructional Program will be viable and reflect current trends and data

GOAL #1: Create new coherent sequences of CTE courses that are aligned to the CA CTE Model Curriculum Standards

OBJECTIVE #1: Increase the number of classes offered within Pathways

TASK	TIMELINE	RESPONSIBLE	RESOURCES	STATUS
TASK #1 Review the Employer Advisory Committee recommendations for new courses	Annually March	Administrators Instructors	Employer Advisory Committee minutes, EDD Employment data, Staff Development time	In progress Ongoing
TASK #2 Review existing Pathways to determine new courses to be added.	Annually March	Administrators Instructors	CDE Career Technical Education Pathways document, SoCal ROC Pathway Chart, Advisory minutes	In progress. Ongoing.
TASK #3 Update SoCal ROC Pathway Chart on an annual basis to align with 2-year Certificate and 4-year Degree programs	Annually, March	Administrators Instructors	SoCal ROC Pathway Charts, Instructors, Staff Development Time	In Progress Ongoing
TASK #4 Articulate with JPA districts to ensure alignment with SoCal ROC Career Pathways	Annually, April	Administrators Career Guidance Specialists Instructors	SoCal ROC Career Pathways Charts, JPA HS Master Schedules, SoCal ROC a-g list, JPA sites' a-g lists	In progress Ongoing
TASK #5 Identify courses/certificate/degree programs at 2-year and 4-year institutions that align with SoCal ROC's existing and new courses	Annually, Spring/Summer	Administrators Instructors	Course Catalogs from 2-year and 4-year institutions, Employer Advisory Committee Members	In progress Ongoing
TASK #6 Follow-up on Employer Advisory Committee input on revisions and development on new courses/pathways	Annually, March	Administrators Instructors Employer Advisory Committee Members	Employer Advisory Committee Minutes	In progress Ongoing
TASK #7 Facilitate annual meetings with HS JPA Counselors to inform and ensure alignment of SoCal roc pathways with HS sites' CTE courses/pathways.	Annually Spring	Administrators, SoCal ROC Guidance Specialists, HS Counselors	SoCal ROC Master Schedule, HS sites' Master Schedules, a-g lists	Spring

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GOAL #2 Align all course outlines with the CTE Model Curriculum Standards

OBJECTIVE #1 Instructors will align lessons and develop instructional strategies aligned with the standards

TASK	TIMELINE	RESPONSIBLE	RESOURCES	STATUS
TASK #1 Revise Course Outlines and Lesson Plans to incorporate input from Advisory Members on current industry trends	Annually March	Administrators Instructors Employer Advisory Committee Members	CTE Model Curriculum Standards Employer Advisory Committee Minutes Course Outlines	In progress ongoing
TASK #2 Update Instructional Strategy Notebook to align with standards	Annually March	Instructors Employer Advisory Committee Members	CTE Pathway Document Employer Advisory Committee Minutes Course Outline	In progress ongoing
TASK #3 Implement Staff Development to assist instructors in developing additional instructional strategies	Annually June	Administrators Instructors	EDD Labor market Demand document CTE Model Curriculum Standards Employer Advisory Committee minutes	In progress ongoing

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GOAL #3 Technology will be utilized in the instructional program that reflects industry standard

OBJECTIVE #1 Purchase and provide training for instructors to integrate technology tools into the instructional program (using internet sources, online instruction, up to date technology equipment)

TASK	TIMELINE	RESPONSIBLE	RESOURCES	STATUS
TASK #1 Utilize program-based budgeting to determine technology needs in the curriculum	Annually March	Administrators Instructors Director of Technology	Advisory minutes Course Outlines Program-Based Budgets	In progress Ongoing
TASK #2 Identify relevant training opportunities through various sources	Annually June	Administrators Instructors Director of Technology Employer Advisory Committee Members	Internet Torrance Area of Chamber Business Partners Industry Specific training workshops	In progress Ongoing
TASK #3 Implement technology tools that are currently available (i.e. Eureka, My foundations Lab, etc....)	Annually January	Administrators Director of Technology Instructors Job Placement Services Coordinator	Internet My Foundations Lab Eureka Mitchell On Demand A+ Certification Exam	In progress Ongoing
TASK #4 Identify appropriate technology tools to implement	Annually March	Administrators Instructors Director of Technology	Advisory minutes Internet Course Outlines	In progress Ongoing

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B: All Students are Prepared for College and/or Career and are Successful in Accomplishing Their Career Goal

Develop the academic program to ensure that all students are prepared for college and/or career and are successful in accomplishing their career goal

GOAL #1 Use data to improve instruction and student success

OBJECTIVE #1 Use of technology tools to assess student learning

TASK	TIMELINE	RESPONSIBLE	RESOURCES	STATUS
TASK #1 Identify and implement technology assessment tools that align with the course curriculum	Annually March	Administrators Instructors Director of Technology Employer Advisory Committee Members	Advisory minutes EDD Labor market Demand documents IT Department In-house technology workshops	In progress Ongoing
TASK #2 Analyze certificate data to improve student achievement	Annually August	Administrators Instructors Director of Technology	Grade reports Certificate Data Instructor collaboration Carl Perkins reports (E1, E2, etc.) Exit Surveys Follow-up Surveys	In progress Ongoing
TASK #3 Utilize assessment data to revise instructional strategies	Annually June	Administrators Instructors Director of Technology	Professional Development Workshops	In progress Ongoing
TASK #4 Provide Staff Development on using technology to assess student achievement	Annually August	Administrators Director of Technology Instructors	Industry specific workshops on technology In-house technology workshops	In progress Ongoing
TASK #5 Utilize technology tools to create assessment and surveys	Annually June	Instructors Administrators Director of Technology	In-house technology workshops	In progress Ongoing
TASK #6 Require students to use technology to complete class assignments	Annually June	Administrators Instructors Director of Technology Job Placement Services Coordinator	Career Center Computer labs	In progress/ Ongoing

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B: All Students are Prepared for College and/or Career and are Successful in Accomplishing Their Career Goal

Develop the academic program to ensure that all students are prepared for college and/or career and are successful in accomplishing their career goal

GOAL #2 Utilize effective, research-based instructional strategies to deliver curriculum and assess student achievement

OBJECTIVE #1 Provide feedback to students in a timely manner

TASK	TIMELINE	RESPONSIBLE	RESOURCES	STATUS
TASK #1 Provide Staff Development on effective, research-based assessment strategies	Annually Quarterly	Administrators Mentor Teachers	Career Center Internet Educational Journals	Ongoing
TASK #2 Review student data throughout the course to monitor student progress	Ongoing	Administrators Instructors	Student Information System Student achievement data Roll books Grade reports Certificate reports Teaching strategy workshops	Ongoing
TASK #3 Utilize tracking form for students to track their grades/progress	Ongoing Weekly	Instructors Students	Tracking form Roll books Assessment results Teaching strategy workshops Student work	Ongoing
TASK # 4 Notify high school students' parents when there is unsatisfactory progress	Ongoing	Administrators Instructors Registration Office Career Guidance Specialists	Drop Letters Telephone Student Information System Grade reports Certificate reports Instructor records Instructor/parent conference Preliminary Senior grades	Ongoing
TASK #5 Implement technology assessment tools	Ongoing	Administrators Instructors Mentor Teachers Director of Technology	IT Department Workshops	Ongoing

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All students are prepared for college and/or career and are successful in accomplishing their career goal

GOAL #3 Technology will be utilized in the instructional program that reflects industry standard

OBJECTIVE#1 Purchase and provide training for instructors to integrate technology tools into the instructional program (using internet sources, online instruction, up to date technology equipment)

TASK	TIMELINE	RESPONSIBLE	RESOURCES	STATUS
TASK #1 Review Employer Advisory Committee recommendations for updating technology equipment	Annually March	Administrators Instructors Employer Advisory Committee Members Director of Technology	Advisory minutes Prior year's purchases Course Outlines	ongoing
TASK #2 Utilize Program-Based Budgeting to identify technology tools necessary to teach the curriculum	Annually March	Administrators Instructors	Advisory minutes Course Outlines Industry demands Hardware/Software inventory lists Internet	On-going
TASK #3 Incorporate instructional materials available on the internet into the instructional program	Annually	Administration Instructors Technology Department	Computer Labs Internet Industry Specific sites	On-going
TASK #4 Offer professional development opportunities on using technology tools in the curriculum	Annually	Administration Instructors Technology Department	Advisory minutes Career Center Mentor Teachers Industry Specific Workshops	Ongoing

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GOAL #4 90% of all students will earn a certificate of competency or completion

OBJECTIVE #1 Instructors will use data collected from formative and summative assessments to improve instruction and student success.

TASK	TIMELINE	RESPONSIBLE	RESOURCES	STATUS
TASK #1 Instructors will develop formative and summative assessments aligned to the CTE Model Curriculum standards	Ongoing	Administrators/ Instructors	Course Outlines, Instructional Strategy Notebooks	Ongoing
TASK #2 Instructors will develop lessons focused on developing leadership skills	Ongoing	Administrators/ Instructors	Course Outlines, Instructional Strategy Notebooks	Ongoing

C: Guidance and Support Services

Provide Guidance and Support Services that are necessary for success to all students to enhance career explorations

GOAL #1 Enhance Career Explorations, Guidance and Support Services available to all students.

OBJECTIVE#1 Increase additional student support services with post-secondary agencies and organizations. 2G, 2H, 3A, 3B, 6A

TASK	TIMELINE	RESPONSIBLE	RESOURCES	STATUS
TASK #1 Identify additional student support services with post-secondary agencies and organizations	Ongoing	Administrators/ Job Placement Coordinator/ Career Guidance Specialists	South Bay Workforce Investment Board/Grant Partnerships with Post-Secondary Institutions/Grant Partnerships with JPA Districts	Ongoing
TASK #2 Develop material that lists support services for students	Fall	Administrators/ Job Placement Coordinator/Career Guidance Specialists	South Bay Workforce Investment Board/Grant Partnerships with Post-Secondary Institutions/Grant Partnerships with JPA Districts	Fall
TASK #3 Educate students about support services that are available	On-going	Administrators Instructors Director of Information Technology Career Guidance Specialists Job Placement Services Coordinator	SBWIB Partnerships with JPA Districts Local Community Colleges 4-Year Colleges	On-going

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C: Guidance and Support Services

Provide Guidance and Support Services that are necessary for success to all students to enhance career explorations

GOAL #2 Coordinated Student Support Services will result in all students achieving their career goals and developing their leadership skills

OBJECTIVE#1 Continue to provide enhanced pupil support services in the area of counseling 3A, 3B, 3D, 6A, 7A, 11B, 11D, 11E

TASK	TIMELINE	RESPONSIBLE	RESOURCES	STATUS
TASK #1 Ensure that Career Guidance Specialist time is sufficient at SoCal ROC so that all new students have an Individualized Career Plan (ICP) on file and that existing ICP's are revised annually with students	Summer/Fall	Administrators/ Career Guidance Specialists	Review Student enrollments/ review existing ICP's	Completed by December of each year and June of each year for semester enrollments
TASK #2 All students will participate in a Mock Interview activity	Fall Semester/ Spring Semester	Job Placement Coordinator/ Instructors/Business Affiliates	Class Rosters/Students Satisfaction Survey	Fall and Spring (ongoing)
TASK #3 All students will participate in a resume writing workshop and will produce a resume.	Fall/Spring Semester	Job Placement Coordinator/Instructors	Class Rosters/ICPs	Fall and Spring (ongoing)
TASK #4 Students will complete a Career Portfolio upon completion of coursework at "SoCal ROC"	Fall and Spring semesters	Career Guidance Specialists/Job Placement Coordinator/Instructors	Student Resume/ Individualized Career Plans/Certificates of Competency and Completion	Completed at end of coursework Ongoing

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C: Guidance and Support Services

Provide Guidance and Support Services that are necessary for success to all students to enhance career explorations

GOAL #3 Establish additional articulation agreements with 2 year and 4 year post-secondary institutions

OBJECTIVE#1 Review existing and identify new opportunities for additional articulation agreements

TASK	TIMELINE	RESPONSIBLE	RESOURCES	STATUS
TASK #1 Update Career Pathway chart with 2 year and 4 year programs	Spring	Director of Student Support and Programs/Instructors	Career Pathway Charts Staff Development Course Catalogs	Chart is completed and will be updated in the Spring. Ongoing

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D: Develop Mutual and Beneficial Partnerships

Continue to develop mutual and beneficial partnerships that are necessary for career exploration and keep student's skills, knowledge of and industry current

GOAL #1: Continue to develop pathways that lead to: industry credentials, industry certification, appropriate post-secondary training, appropriate employment

OBJECTIVE #1: Review Employer Advisory Committee input to expand/revise existing pathway chart. 1C, 5A, 5B, 5C, 5D, 5E, 6C, 8A, 9A, 10A, 10B, 10E, 11G

TASK	TIMELINE	RESPONSIBLE	RESOURCES	STATUS
TASK #1 Employer Advisory Committees will meet on an annual basis	Annually January	Course Instructors, Administrators, Career Guidance Specialists, Job Placement Coordinators	Advisory Member Lists, Economic Sub- Market Report from EDD, Course Outlines, Career Pathway Chart	Started Ongoing
TASK #2 Collect Employer Advisory Committee minutes of meeting	Annually January	Instructors	Minutes and Recommendations	Started Ongoing
TASK #3 Compile summary report from all Employer Advisory Committee meetings	Annually by March 1	Instructors	Minutes and Recommendations	Started Ongoing
TASK #4 Review Summary of recommendations for program planning for the next year.	March – June	Administrators/ Instructors		

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Continue to develop mutual and beneficial partnerships that are necessary for career exploration and keep student's skills, knowledge of and industry current

GOAL#2: Continue to expand membership in Employer Advisory Committees

OBJECTIVE #1: Continue to recruit Employer Advisory Committee Members.

TASK	TIMELINE	RESPONSIBLE	RESOURCES	STATUS
TASK #1: Instructors update the Employer Advisory Committee Member rosters on an annual basis.	Fall of each year and ongoing	Administrators Instructors	Existing list of Employer Advisory Committee Members	Started and Ongoing
TASK #2: Review affiliation agreements for each course to recruit new members	Fall of each year and ongoing	Administrators Instructors Career Guidance Specialists Job Placement Coordinator	Existing list of Career Day Speakers	Spring and Ongoing
TASK #3: Review list of Career Day Speakers to recruit Employer Advisory Committee Members	Fall of each year and ongoing	Administrators Instructors Career Guidance Specialists Job Placement Coordinator	Existing list of Career Day Speakers	Spring
TASK #4: Maintain a list of industry leaders and send them a letter to invite them to serve on the Employer Advisory Committee.	Summer and Ongoing	Administrators Job Placement Coordinator	Area Chamber of Commerce list of Business Partners	Summer

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Continue to develop mutual and beneficial partnerships that are necessary for career exploration and keep student's skills, knowledge of and industry current

GOAL#3: Develop partnerships

OBJECTIVE#1: SoCal ROC will develop partnerships with public and non-profit organizations to support programs and services.

TASK	TIMELINE	RESPONSIBLE	RESOURCES	STATUS
TASK #1 Continue to review regional and labor market demands to identify areas for potential partnerships	Ongoing	Instructors Administrators Employer Advisory Committee Members	Employer Advisory Committee Agendas Minutes Presentations at Torrance Area Chamber of Commerce Events Meetings with local businesses and industry Grant opportunities with local businesses and industry representatives	Ongoing
TASK #2 Solicit partnerships with viable companies	Annually	Administration Employer Advisory Committee Members Consultants	Employer Advisory Committee minutes Job Placement data	On-going
TASK #3 Recognize business partners	Annually	Administration	Board meetings	On-going

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D: Develop Mutual and Beneficial Partnerships

Continue to develop mutual and beneficial partnerships that are necessary for career exploration and keep student's skills, knowledge of and industry current

GOAL #3: Develop partnerships

OBJECTIVE #2: Establish partnerships with businesses to foster career opportunities for students.

TASK	TIMELINE	RESPONSIBLE	RESOURCES	STATUS
Task #1: Identify businesses to increase career opportunities.	Ongoing	Instructors/Administrators/Local Business Owners/Industry Representatives	Mock Interviews, Career Days, Classroom Presentations by industry representatives, Externships	Ongoing
TASK #2 Collaborate with business partners to include recommendations for course curriculum	Annually	Administrators Instructors Business Owners	Mock Interviews Career Days Employer Advisory Committee Members	On-going
TASK #3 Implement recommendations through the course outline review process	Annually	Administrators Instructors Advisory Members Business partners	Employer Advisory Committee Meetings Advisory minutes	On-going January 2018

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D: Develop Mutual and Beneficial Partnerships

Continue to develop mutual and beneficial partnerships that are necessary for career exploration and keep student's skills, knowledge of and industry current

GOAL #3: Develop partnerships

OBJECTIVE #3: Continue to identify externship sites and obtain Board approved agreements.

TASK	TIMELINE	RESPONSIBLE	RESOURCES	STATUS
TASK #1 Identify potential externship sites through various contact information.	Monthly and Ongoing	Instructors/Job Placement Coordinator	Existing lists/New Contact list/Area Chambers of Commerce/Businesses/Input from SoCal ROC website	In Progress and Ongoing
TASK #2 Seek to expand partnerships to courses that do not currently have externships	Ongoing	Administrators Instructors Job Placement Services Coordinator Employer Advisory Committee Members	Torrance Area Chamber of Commerce Business Partners Inquiries from SoCal ROC website	Ongoing
TASK #3 Recognize partners throughout the year	Ongoing	Administrators Instructors Board of Education Job Placement Services Coordinator	Affiliation Agreement list Employer Advisory Committee Board Meetings News Releases Torrance Area Chamber of Commerce	Ongoing
TASK #4 Collaborate with business partners	Ongoing	Administrators Instructors Job Placement Services Coordinator	Affiliation Agreement List Employer Advisory Committee Business Partners Inquiries from SoCal ROC website Torrance Area Chamber of Commerce	Ongoing

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D: Develop Mutual and Beneficial Partnerships

Continue to develop mutual and beneficial partnerships that are necessary for career exploration and keep student's skills, knowledge of and industry current

GOAL #3: Develop partnerships

OBJECTIVE #4: Continue to identify organizations that can provide work-based opportunities.

TASK	TIMELINE	RESPONSIBLE	RESOURCES	STATUS
TASK #1: Work with the Area Chambers of Commerce and SBWIB to identify businesses that can provide work based experiences for students.	Spring – Spring	Director of Student Support Services Administrative Assistant-Coordinator of Special Projects Job Placement Coordinator	Chamber lists of businesses SWIB list of businesses	To be planned
TASK #2: Provide lists to instructors for placement of students	Spring – Spring	Administrators Administrative Assistant – Special Projects Coordinator Job Placement Coordinator/Instructors	List of businesses that will provide work-based experiences for students	Ongoing

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Continue to develop mutual and beneficial partnerships that are necessary for career exploration and keep student's skills, knowledge of and industry current

GOAL #3: Develop partnerships

OBJECTIVE #5: Develop new externship sites and renew existing externship sites.

TASK	TIMELINE	RESPONSIBLE	RESOURCES	STATUS
TASK #1: Identify new extern sites and renew existing ones	Ongoing	Director of Student Support Services and Programs/Job Placement Coordinator/Guidance Specialists/Instructors	Affiliation agreements/Board Agenda/Signatures on agreements	Started and ongoing
TASK #2 Board approval of externship sites	Ongoing	Director of Student Support Services and Programs/Job Placement Coordinator/Guidance Specialists/Instructors	Affiliation agreement/Board Agenda/Signatures on agreements	Started and Ongoing

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GOAL #3: Develop Partnerships

OBJECTIVE #6: Meet with JPA designated CTE administrator to review existing pathways and align pathways with JPA feeder high schools.

TASK	TIMELINE	RESPONSIBLE	RESOURCES	STATUS
TASK #1: Schedule meeting at least one time each year to review existing pathways	Fall and ongoing	Superintendent or Designee	SoCal ROC Pathway Chart	In progress
TASK #2: Create a pathway chart for each high school's CTE courses aligned with SoCal ROC's pathway chart	Fall	Superintendent or Designee	SoCal ROC Pathway Chart	In progress

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Continue to develop mutual and beneficial partnerships that are necessary for career exploration and keep student's skills, knowledge of and industry current

GOAL #4 Develop marketing plan that includes the use of social media

OBJECTIVE #1 Publicize SoCal ROC's courses, resources, facilities, and desire to develop partnerships via social media

TASK	TIMELINE	RESPONSIBLE	RESOURCES	STATUS
TASK #1 Create social media accounts (i.e. Facebook, Instagram, and Twitter)	October	Administrators Director of IT	Social Media Website Marquee Fliers/Brochures	Ongoing
TASK #2 Seek to expand partnerships via social media	Ongoing	Administrators Instructors Job Placement Services Coordinator Employer Advisory Committee Members Director of IT	Torrance Area Chamber of Commerce Business Partners Inquiries from SoCal ROC website Website Marquee Fliers/Brochures	Ongoing
TASK #3 Collaborate with business partners	Ongoing	Administrators Instructors Job Placement Services Coordinator	Affiliation Agreement List Employer Advisory Committee Business Partners Inquiries from SoCal ROC website Torrance Area Chamber of Commerce	Ongoing
TASK #4 Post news releases of SoCal's collaboration with partners on social media	Ongoing	Administrators Instructors Job Placement Services Coordinator Students Director of IT	Affiliation Agreements Board Highlights Board Agendas News Releases Social Media sites Internet Website Marquee	Ongoing

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E: Recruit, Hire, and Train Staff to Stay Abreast of Current Industry Standards to Provide the Best Possible Training for Students

Recruit, hire and train Staff to stay abreast of current industry standards to provide the best possible training for students

GOAL#1: All CTE courses are taught by credentialed instructors

OBJECTIVE #1: Mentor Teachers will work with new instructors to ensure that all credential requirements are met and have a designated subject credential.

TASK	TIMELINE	RESPONSIBLE	RESOURCES	STATUS
TASK #1 Mentor Teachers will hold an orientation for new instructors at the beginning of each school year.	Annually	Administrators/Mentor Teachers/Instructors	Agendas/ Informational Materials/Roll Books/Classrooms/ Keys/Order Forms/ Meeting Time	Started and Ongoing
TASK #2 Each new instructor will be assigned a Mentor Teacher that will meet with them on a weekly basis.	When hired Ongoing until clear credential is obtained	Administrators/Mentor Teachers/Instructors	Credential Requirement Information and training/Meetings and Agendas	Started and Ongoing
TASK #3 Mentor Teachers will assist new teachers with all SoCal ROC administrative tasks to ensure that they are successful.	When hired and ongoing	Administrators/Mentor Teachers/Instructors	Staff Handbook/ IIPP/Roll books Online Attendance reporting/Grade Reporting/Lesson Plan Development/Instructional Strategy Notebooks/Timesheets/Purchase Requisitions	Started and Ongoing
TASK #4: Mentor Teachers will observe new instructors and submit required logs to LACOE and SDCOE as required	When hired and ongoing	Administrators/Mentor Teachers/Instructors	Observation write-ups/Mentor Teacher logs/Lesson Plans/ Instructional material and supplies	Started and ongoing

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E: Recruit, Hire, and Train Staff to Stay Abreast of Current Industry Standards to Provide the Best Possible Training for Students

TASK	TIMELINE	RESPONSIBLE	RESOURCES	STATUS
<p>TASK #5 Administrators will hold bi-weekly Mentor Teacher meetings</p>	<p>Ongoing</p>	<p>Administrators/Mentor Teachers</p>	<p>Agendas/Minutes/Sign-in sheets</p>	<p>Started and ongoing</p>
<p>TASK #6 Mentor Teachers track the completion of required work for the CTE designated credential for each of their mentees</p>	<p>Ongoing</p>	<p>Administrators/Mentor Teachers</p>	<p>Flow chart of required courses/ Required County Office Reports/ Emails/Meetings/Meeting Agendas/Sign-In Sheets</p>	<p>Started and ongoing</p>

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E: Recruit, Hire, and Train Staff to Stay Abreast of Current Industry Standards to Provide the Best Possible Training for Students

Recruit, hire, and train Staff to stay abreast of current industry standards to provide the best possible training for students

GOAL #2: Professional Development opportunities will be provided to all SoCal ROC instructors.

OBJECTIVE #1: Plan professional growth activities that align with the areas identified in the Action Plan.

TASK	TIMELINE	RESPONSIBLE	RESOURCES	STATUS
TASK #1: Create a Staff Development plan that addresses all areas identified in the WASC Action Plan and Board Goals and Targets for Success.	Annually Ongoing	Administrators, Management Team, Mentor Teachers, Instructors	Employer Advisory Committee Input, Staff Evaluations, Staff Goals, Instructor input, WASC Action Plan, SoCal ROC Board Goals and Targets for Success	Started and in progress.
TASK #2: Identify presenters for topics identified	Annually Ongoing	Administrators, Management Team, Mentor Teachers, Instructors	LACOE, Employer Advisory Committees, Administrators, Universities, Staff Development Plan	Started and ongoing
TASK #3: Advertise schedule and inform instructors that they will earn Professional Growth hours and be eligible for salary increases.	Annually Ongoing	Administrators, Administrative Assistants, Mentor Teachers	Monthly Calendar of Events, Professional Growth Handbook, Professional Growth Form, Database of Professional Growth Hours	Started and ongoing
TASK #4: Develop Staff Development training in the following areas: <ul style="list-style-type: none"> • Cross-disciplinary projects • Leadership Activities 	Annually Ongoing	Administrators, Teachers	Action Research materials, Meetings, Agendas, Sign-In Sheets, Action Research Projects	Started and ongoing