

Suggested Procedure for Aligning Local CTE Courses to Standards

The following procedures suggest the steps and processes that local curriculum developers can follow to assure that locally developed curriculum is aligned with the necessary standards. Involvement of the teachers who will be teaching these classes at all steps of the process is a key element to assure that they have the opportunity to be prepared to provide students with this standards-based instruction.

Goals:

- Students With Skills Needed for Further Education and Work
- Perkins' Compliant Programs

Due Date	Task
	Gather materials – national industry-based standards; state performance standards for reading, writing, math & science and other state content, employability and cultural standards; state crosswalk related to program; and All Aspects of the Industry information. Purchase the recommended nationally recognized standards if they are not available on the web.
	Identify the final product format to be used
	Form committee – teachers who will teach courses, related academic teachers, administrators, business and community members (add postsecondary if possible)
	Do background work – Review the recommended <u>Protocol for Selection of Standards</u> , review all standards and identify the recommended industry-based standards to use. Identify all current courses that will be impacted by this review and alignment process.
	Assign curriculum subcommittees to –
	Develop new program by
	Reviewing industry-based, nationally recognized occupational standards, reading, writing, math & science performance standards, other state content, employability & cultural standards, and information about All Aspects of the Industry
	Develop, adopt and/or revise performance standards
	Identify sequence of courses that teach these standards and align courses to standards
	OR
	Compare current course performance standards/learner outcomes
	Review industry-based, nationally recognized occupational standards, reading, writing, math & science performance standards, other state content, employability & cultural standards, and information about All Aspects of the Industry
	Keep existing matches
	Weed out extraneous and out of date objectives and/or activities
	Add missing components and align to following standards:
	Reading, Writing, Math, Science performance standards & other content standards
	Cultural, Employability and All Aspects of Industry.
	Nationally recognized industry standards
	Identify assessments – Student level including third party assessments such as state and national certification tests and CTSO (Career & Technical Student Organization) assessments, and Program level certifications that may be necessary, i.e. NATEF
	Validate with the committee
	Complete local district curriculum adoption process
	Notify EED with suggestions to improve state crosswalk examples