

DACUM Research Chart for Career & Technical Education Program Coordinator

DACUM Panel

Annette Alex
Business Program
Patterson Career Academy

Carole Carter
Dental Technician Program
Patterson Career Academy

Steve Hobson
Machine Trades Program
Patterson Career Academy

Sheryl Lenehan
Principal
Patterson Career Academy

Ashley McGinley
Culinary Arts Program
Patterson Career Academy

Frank P. Passaro
Information Technology Program
Belmont High School

Deb Pitstick
Entertainment, Marketing, Digital
Design Program
Patterson Career Academy

Tonya R. Robinson
Graphic Arts Program
Patterson Career Academy

Niki Ross
Allied Health Program
Patterson Career Academy

Fay Samborsky
Career Tech Program Liaison
Dayton Public Schools

DACUM Facilitator

Christine Wagner

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DACUM Research Chart for Career & Technical Education Program Coordinator*

Duties		Tasks				
A	Allocate Program Budget	A-1 Inventory program supply needs	A-2 Collaborate with department in planning program budget		A-3 Set up program purchase priorities	A-4 Distribute purchase funds throughout the year (mid-April)
		B-1 Determine dates for recruitment activities	B-2 Arrange transportation for recruitment activities	B-3 Develop program advertisements (e.g., flyers, brochures, mailers)		B-4 Distribute program advertisements
C	Promote CTE Program Courses/Program	C-1 Represent program at high school recruitment fairs	C-2 Conduct new student-parent program orientation	C-3 Send mailings to new students & parents (orientation non-attendees)		C-4 Schedule program guest speakers
		C-10 Report program highlights to school reporter	C-11 Create program newsletter	C-12 Send program information for school quarterly newsletter	C-13 Invite stakeholders to formal student presentations (e.g., parents, administration, community leaders)	
D	Solicit Program & Instructional Support	D-1 Enlist central office support	D-2 Cultivate relationships with career related businesses	D-3 Determine new business trends & changes	D-4 Coordinate program-related projects (e.g., Senior Projects, student projects)	
		E-1 Develop pacing chart for program curriculum	E-2 Review program specific & related educational materials	E-3 Update pacing chart for curriculum	E-4 Evaluate student progress (e.g., attendance, grades, behavior, job performance)	
E	Support Instruction	E-10 Correlate classroom competencies with occupational field (align state indicators with curriculum)		E-11 Develop partnerships with business to teach in school & at job site		
		F-1 Recruit Advisory Committee members	F-2 Coordinate Advisory Committee meetings	F-3 Develop Advisory Committee membership list	F-4 Prepare Advisory Committee meeting agenda & handouts	
F	Facilitate Career Field Advisory Group/Committee	F-10 Arrange for Advisory Committee meeting recorder		F-11 Monitor Advisory Committee meeting attendance sign-in sheet	F-12 Delegate program tasks for Advisory Committee members	
		G-1 Recruit employers for student workplace experiences (e.g., job shadow)	G-2 Develop "job bank" for worksite experiences (e.g., student leads, job center, classifieds, advisory leads)		G-3 Coordinate "job bank" with other program areas	G-4 Assist students with writing resumes
G	Coordinate Workplace Experiences	G-10 Track student community service hours	G-11 Prepare student for job interview process	G-12 Confer with employer about job requirements/skills	G-13 Develop contracts with employers (e.g., safety, skill expectations, soft skills)	
		G-20 File internship/job placement paperwork	G-21 Coordinate Student-Employer Contract Agreement signatures (student, parent, coordinator, job site supervisor)		G-22 Inform other teachers of student job placements	G-23 Accompany student(s) to work site

* Although all panelists are Career and Technical Program Coordinators, not all panelists perform every task on this research chart, and not necessarily in the order presented

A-5 Identify vendors	A-6 Review vendor catalogs	A-7 Price program equipment & supplies	A-8 Prepare purchase order(s)	A-9 Verify purchase orders	A-10 Collaborate with department in managing program budget	
B-6 Train student facilitators	B-7 Prepare program demonstrations & labs	B-8 Coordinate prospective student program tours	B-9 Host program open house	B-10 Review prospective student applications	B-11 Interview prospective student applicants & parents	B-12 Send program acceptance letters
C-5 Organize program field trips	C-6 Assist with community-related activities (e.g., CitiFolk, RiverScape, elementary school dental program)		C-7 Facilitate student presentations at Tech Prep Showcase competition		C-8 Assist students to prepare for CTSO competition/activities	C-9 Supervise students at CTSO competition/activities
D-5 Work with other teachers on cross-curricular activities that support state standards (e.g., ITAC, OCAP, TCP, academic)		D-6 Recruit program volunteers (e.g., mentors, parents, judges)		D-7 Request program-related donations (e.g., freebies, instructional materials, equipment)		
E-5 Confer with other teachers about student progress (e.g., grades, behavior, life issues)	E-6 Oversee student progress toward graduation	E-7 Counsel students re: progress (e.g., grades, behavior, life issues)		E-8 Participate in postsecondary alignment conferences	E-9 Participate in pre-high to secondary alignment conferences	
F-5 Send Advisory Committee meeting invitations & agenda		F-6 Contact Advisory Committee members for follow-up (e.g., call, e-mail)	F-7 Organize Advisory Committee meeting refreshments		F-8 Prepare Advisory Committee meeting area	F-9 Arrange for Advisory Committee meeting facilitator
F-13 Review completed Advisory Committee meeting evaluation forms	F-14 Recognize Advisory Committee members (e.g., certificate, giveaways)		F-15 Disseminate Advisory Committee meeting information to central office & administration		F-16 Send thank you correspondence to Advisory Committee members	F-17 Follow up on Advisory Committee tasks
G-5 Review student resumes	G-6 Review benchmarks for job shadow, internships, job placement	G-7 Determine student readiness for workplace experience (e.g., attendance, grades, behavior)		G-8 Develop internship sites for students (junior year)	G-9 Oversee placements for community service requirements (e.g., specific program related project)	
G-14 Work with employers to address skill needs	G-15 Match student skills (KSAs) with job requirements	G-16 Contact parents for pre-job interview permission	G-17 Schedule job interview(s)	G-18 Coordinate parent intern/job placement meeting	G-19 Organize internship/job placement paperwork	
G-24 Observe students at work site	G-25 Develop skill-specific employer evaluation of student/intern	G-26 Evaluate students' performance on the job	G-27 Review completed student evaluation with employer	G-28 Consult with student/intern regarding employer evaluation		G-29 Update "job bank"

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Duties		← Tasks				
G	Coordinate Workplace Experiences – cont.	G-30 Coordinate job shadow day	G-31 Meet with employer(s)	G-32 Organize workplace field trips & visits	G-33 Develop articulation agreements with local colleges (non-Tech Prep programs)	
		H	Develop Career Technical Passport	H-1 Request Passports from career tech liaison	H-2 Review Passport elements** with students	H-3 Oversee students in gathering Passport elements (e.g. electronic as well as paper documents)
I	Coordinate Tech Prep Programs	H-10 Teach goal setting/ long range planning process	H-11 Set up procedures for career-specific credentials	H-12 Facilitate students' mandatory application & completion of end-of-program credential testing		
		I-1 Determine potential Tech Prep students	I-2 Track Tech Prep student progress (e.g., GPA, required course work)		I-3 Complete transmittal forms (beginning of school year, final GPA)	
		I-10 Meet with parents regarding Tech Prep Contract	I-11 Accompany students to college classes	I-12 Coordinate sophomore Tech Prep Orientation		
J	Perform Administrative Activities	J-1 Create program forms & documents (e.g., permission slips, faculty notifications, memos)		J-2 Complete program paperwork (e.g., forms, enrollment documents)	J-3 Determine division lab fees	
		J-10 Complete Post Program Placement Data form	J-11 Input school data (Excel)	J-12 Facilitate OGT testing	J-13 Inventory program books & equipment	J-14 Document discipline & attendance issues
		K	Pursue Professional Development	K-1 Participate in Career Tech workshops & conferences	K-2 Take psychology/ counseling classes	K-3 Participate in TIES program

**Career Passport Elements

- Principal letter (cover letter)
- Employer letter
- Resume
- Transcript
- Career narrative
- Verification of employment skills
- Kuder assessment results
- Career tech certification – program completion
- Community Service certificate
- School profile
- CD/floppy
- Certificates, awards, certifications, acceptance letter to college

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H-5 Evaluate student competency, attendance levels, & grade percentages		H-6 Compute student community service hours	H-7 Order Passport name plates	H-8 Collate Passports by deadline	H-9 Gather Passports for graduation ceremony (alphabetize)	
I-4 Assist students with online college applications (Sinclair)		I-5 Participate in Tech Prep luncheons, conferences, & summits	I-6 Plan for Tech Prep Awareness days	I-7 Schedule Accuplacer Test (juniors & seniors)	I-8 Facilitate Tech Prep Showcase projects with students	I-9 Schedule competency tests
J-4 Collect division lab fees	J-5 Conduct parent conferences	J-6 Work with administration & other teachers to set school policy (e.g., uniforms)		J-7 Speak in classrooms (e.g., policy, program events, activities)	J-8 Collect program & student progress data	J-9 Conduct graduation follow-up telephone calls
J-15 File paperwork (e.g., hard copy, electronic)	J-16 Report Career Tech division obligations (e.g., unpaid lab fees, lost texts, equipment)					

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General Knowledge and Skills

Collaboration skills
Time management skills
Communication skills: speaking, written, listening, presentation
Computer skills
Problem-solving skills
Conflict management skills
Interpersonal skills
Negotiation skills
Knowledge of program and academic standards

Tools, Equipment, Supplies and Materials

Computers, software
General office equipment/supplies
Time to do coordination
Telephone
Letterhead
Business cards
Office
Adequate lighting
Car and reimbursement for miles

Acronyms

CTE	Career & Technical Education
CTSO	Career Technical Student Organization
ITAC	Integrated Technical and Academic Competencies
OCAP	Occupational Competency Analysis Profiles
TCP	Technical Competency Profile
KSA	Knowledge, Skills, Attitudes
OGT	Ohio Graduation Test
TIES	Teachers in Industry for Educational Support (externship program)

Worker Behaviors

Cooperative
Personable
Patient
Punctual
Flexible
Realistic
Good work ethic
Positive
Team player
Dependable
Adaptable
Reliable
Accountable
Shows initiative
Visionary
Sense of humor

Future Trends and Concerns

Behavior and life issues should be addressed by individual teachers in their classrooms
Educational funding from the state
Web site needed for Career Tech
Administration support
Need to elevate expectations and perceptions of students in CTE
Have a recruitment budget
Buy-in from academics
Dovetailing of academics and career tech
Electronic portfolios, resumes, presentations needed for students and teachers
Development of pre-requisites for program entry
Need policy set so students who fail CTE courses do not march at graduation
Ability to dis-enroll students and send back to Home School if necessary
Needed to be treated as a Career Tech School (Patterson)