



**Carroll County Career and Technology Center (CCCTC)
School Improvement Plan
2017-2018**

School Vision / Mission

At the CCCTC, we are preparing students for careers in a diverse and evolving global community.

Carroll County Public Schools Vision 2018: Focus on Excellence Objectives

Prepare Globally Competitive Students

- Fully implement a CCPS curriculum aligned with the Maryland State Standards.
- Partner with local institutions of higher education to ensure college readiness.
- Enhance programs to ensure career readiness for all students.

Meet Each Student’s Instructional Needs

- Close the achievement gap between highest achieving and most struggling students.
- Provide appropriate education services for students identified with Autism Spectrum Disorder.
- Enhance alternative programs responsive to the needs of at-risk students.
- Implement a Gifted and Talented Program aligned with COMAR requirements.
- Enhance alternative learning opportunities through the use of digital resources.

Develop and Maintain an Effective Workforce

- Attract and retain highly qualified, effective, and diverse employees.
- Promote a culture of diversity in the workplace.
- Develop an electronic observation, evaluation, feedback, and professional development system.
- Continuously monitor the organizational structure to support the Vision 2018 Plan.

Provide a Secure, Orderly, Modern Environment

- Reduce incidents of bullying, violence, intolerance, and behavioral disruptions.
- Improve and modernize the environment within our school facilities and school buses.
- Enhance security for all CCPS students, staff, volunteers, and visitors.

School Needs Assessment

- Understanding of Office 365, OneNote, and SharePoint
- Understanding of the Model for Quality Instruction (MQI) lesson plan
- Completing students will be competent in common employability skills

School Improvement Goals to Target Areas from Needs Assessment

1. Create a curriculum OneNote notebook or update an existing OneNote notebook for each CCCTC program.
2. Create lessons that are planned using the Model for Quality Instruction (MQI).
3. Assure students are college and workplace ready by enhancing their professional quality attainment and employability skills.



School Improvement Goal		
1. Create a curriculum OneNote notebook or update an existing OneNote notebook for each CCCTC program.		
Strategic Actions	Time Line	Measures of Success/Desired Performance Level
1.1 Each CCCTC teacher will create a OneNote notebook or update an existing OneNote notebook to house the scope and sequence for their curriculum, their grading policy, and handouts for each unit of study. The OneNote curriculum notebook will be stored and shared on the CCPS SharePoint site.	Quarterly check-ins with Team Leaders; the OneNote Notebook will be shared with administration by the end of the 2017 – 2018 school year	Teachers will complete a reflection form to determine its effectiveness and needs that remain.

School Improvement Goal		
2. Create lessons that are planned using the Model for Quality Instruction (MQI).		
Strategic Actions	Time Line	Measures of Success/Desired Performance Level
2.1 Each CCCTC teacher will select one lesson that he or she has planned using the MQI that will be used as part of a planned observation from administration, which will include a pre-observation conference, an observation, and a post-observation conference. The teacher will select either clear learning objectives, an anticipatory set, or closure to be the focus of his or her observation. The selected lesson will be shared with administration via Office 365 prior to the observation.	2017 – 2018 school year; observations dates will be determined collaboratively between the observer and the observee	Teachers will complete a reflection form to determine the effectiveness of the planned observation and needs that remain.



School Improvement Goal		
3. Assure students are college and workplace ready by enhancing their professional quality attainment and employability skills.		
Strategic Actions	Time Line	Measures of Success/Desired Performance Level
3.1 Teachers will work collaboratively with students to determine classroom and shop behaviors that model employability skills with a focus on respect, team work, and interpersonal skills.	Model behavior for respect, team work, and interpersonal skills will be determined at the beginning of the semester and then referenced throughout the semester	<ul style="list-style-type: none">• Administration will report if there is a decrease in discipline referrals tied to respect, team work, and interpersonal skills.• Number of times that respect, team work, and interpersonal skills are referenced in Student of the Month nominations from teachers.• Responses on the End-of-Year Student Survey questions tied to respect, team work, and interpersonal skills will be analyzed.• Teachers will complete a reflection form to determine its effectiveness and needs that remain.