

Career Technician Annual Reporting Requirements 2008-2009

Reporting Item	Due to	Due Date
<ul style="list-style-type: none"> ▪ E-mail to Rhonda Vasquez (to Laura de la Torre for Los Banos/Dos Palos), informing them of any schedule changes that might affect transportation. 	<ul style="list-style-type: none"> ● Rhonda Vasquez cc: Michele Meza & Kathy Wyman 	1 st of each month
<ul style="list-style-type: none"> ▪ Campus Activity Reports 	<ul style="list-style-type: none"> ● Kathy Wyman 	August - June 5 th of the month
<ul style="list-style-type: none"> ▪ ROP Attendance/Location Matrix: Contact your assigned teachers to update and add missing information. 	<ul style="list-style-type: none"> ● Lee Moua 	August 20
<ul style="list-style-type: none"> ▪ School Bell Schedule, Annual School Calendar, Grades Due Date: A cover letter to teachers explaining the three attachments. Staff Development days should be highlighted or clearly marked on calendars. 	<ul style="list-style-type: none"> ● Kathy Wyman ● Off-Campus Teachers ● Rhonda Vasquez 	August 27
<ul style="list-style-type: none"> ▪ School Site Testing Schedule: Testing schedule for your campus for the following tests: Star, High School Exit, Golden State, AP exams 	<ul style="list-style-type: none"> ● Off Campus Teachers ● Rhonda Vasquez ● Kathy Wyman 	August 27
<ul style="list-style-type: none"> ▪ Current Year High School Course Catalog 	<ul style="list-style-type: none"> ● Kathy Wyman 	September 1
<ul style="list-style-type: none"> ▪ Career Industry Day Follow-Up Report 	<ul style="list-style-type: none"> ● Kathy Wyman 	September 19
<ul style="list-style-type: none"> ▪ ROP Program Promotion Plan (Must use our format) 	<ul style="list-style-type: none"> ● Kathy Wyman 	September 12
<ul style="list-style-type: none"> ▪ ROP School Brochure (only if there are changes) 	<ul style="list-style-type: none"> ● Kathy Wyman 	September 22
<ul style="list-style-type: none"> ▪ Career Center Brochure (only if there are changes) 	<ul style="list-style-type: none"> ● Kathy Wyman 	September 22
<ul style="list-style-type: none"> ▪ Authorization to Attend Staff Development and Annual Computer Training 	<ul style="list-style-type: none"> ● Kathy Wyman 	October 1
<ul style="list-style-type: none"> ▪ 9th and 10th Grade Units of Instruction <ul style="list-style-type: none"> ● Actual dates you will be completing these units ● Total number of actual days in classrooms delivering instruction which includes classes per day/and number of days/week ● Name of academic core classes you will be delivering each unit in 	<ul style="list-style-type: none"> ● Kathy Wyman 	October 1
<ul style="list-style-type: none"> ▪ ROP Awareness Events Dates (Students, Administrators & Counselors) 	<ul style="list-style-type: none"> ● Kathy Wyman 	October 1
<ul style="list-style-type: none"> ▪ Business-to-Education Guide – 5 new contacts 	<ul style="list-style-type: none"> ● Kathy Wyman 	November 3
<ul style="list-style-type: none"> ▪ Year-end Report of 2008-2009 goals 	<ul style="list-style-type: none"> ● Kathy Wyman 	April 2 nd C.T. Meeting
<ul style="list-style-type: none"> ▪ Annual Goals for 2009-2010 	<ul style="list-style-type: none"> ● Kathy Wyman 	May 13 th C.T. Meeting
<ul style="list-style-type: none"> ▪ Annual ROP enrollment for upcoming year 	<ul style="list-style-type: none"> ● Holly Newlon 	As Assigned
<ul style="list-style-type: none"> ▪ Annual SDS Count and Grade enrollment for upcoming year 	<ul style="list-style-type: none"> ● Kathy Wyman 	TBA
<ul style="list-style-type: none"> ▪ Eureka contract 	<ul style="list-style-type: none"> ● Kathy Wyman 	TBA
<ul style="list-style-type: none"> ▪ Career Industry Days Preliminary Sign-up 	<ul style="list-style-type: none"> ● Mae Pierini 	TBA
<ul style="list-style-type: none"> ▪ Annual Career Tech Portfolio 	<ul style="list-style-type: none"> ● Kathy Wyman 	At checkout