**Delaware Department of Education (DDOE) Federal Compliance Monitoring Visit**

**Subject: FY16 Secondary Career and Technical Education (CTE) Monitoring Form**

**Sample Interview Questions**

**LEA:**

**Date of Review:**

This document provides a starting place to interview LEA and school leadership, teachers, school counselors, parents and community members, program advisory committee members, and students. It is organized by category and in relationship to the audience being interviewed. **Questions will be identified based on responses to the local education agency monitoring form** and **LEA staff may develop additional questions or request that specific questions be included.** It is recommended that a LEA representative work with the monitoring team to design and participate in the interview process.

1. **LEA and School Leadership Interview Questions:**
	1. Program Implementation
		1. How does Career and Technical Education (CTE) programming fit within the overall LEA vision and culture?
		2. How are CTE programs identified for implementation, scheduled for improvement, and chosen to be eliminated?
		3. How are academic and technical courses paired to support the career interests of the student?
		4. How are CTE programs and academic courses scheduled within the Student Success Plan (SSP)?
		5. How do teachers and school counselors partner to provide career and academic counseling to students?
		6. What gaps exist within the local education agency Perkins Core Indicators of Performance and how are funding, support, structure, and/or policy being provided/developed to address those gaps?
		7. What support can the DDOE provide to the LEA with regard to program implementation and continuous program improvement?
		8. What support can the DDOE provide to the LEAs with regard to funding, support, structure and policy to support CTE programs?
	2. Professional Development
		1. What types of professional development are provided to teachers across the LEA and are there specific professional development opportunities for CTE teachers?
		2. What types of professional development are being provided to address gaps within the local education agency Perkins Core Indicators of Performance?
		3. How are other LEA data used to support CTE programs and provide professional development?
		4. How is the effectiveness of professional development evaluated?
		5. How can the DDOE partner with LEAs to provide and make available additional professional development opportunities?
	3. Local Advisory Committee
		1. Describe how your local advisory committee was formed.
		2. Describe how the local advisory committee has supported the LEA or school to develop, implement, and continuously improve CTE programs.
		3. Describe how the local advisory committee has supported/provided work-based learning experiences for students and professional development to teachers.
		4. How can the DDOE capture and make available best practices and/or tools that local LEAs have developed/used to establish and sustain the CTE local advisory committee?
	4. Students
		1. Are there requirements for students to enter CTE programs?
		2. How are middle school students informed of HS CTE programs?
		3. Once students are in a CTE program, how are they encouraged to complete the CTE program? What additional support is provided to ensure they are career ready?
		4. Once students are in a CTE program, how are they encouraged to take the appropriate academic courses? What additional support is provided to ensure they are able to continue their education?
		5. What guidance, data, or professional development can the DDOE provide to better support career and academic counseling?
	5. Assessment
		1. How are technical skill assessments and/or end-of-program assessments identified for CTE programs and how are the data used to improve CTE programs?
		2. How are assessments in CTE programs aligned with academic courses and Smarter Balance?
		3. How are assessment data, both formative and summative, used to improve CTE programs and provide support to teachers?
		4. What support can the DDOE provide to administrators with regard to instructional and assessment practices in CTE programs?
	6. Administrative Support
		1. How are equipment and supplies identified and provided for CTE programs?
		2. How are sustainability plans developed for CTE programs at both the LEA and school level?
		3. How are instructional technology and/or computers kept current? Is there an existing rotation plan?
		4. What major challenges do LEA staff face in implementing new CTE programs?
	7. Communication and Outreach
		1. How are parents and community members made aware of CTE programs and opportunities for students to participate in Career and Technical Student Organizations?
		2. How are business and industry partners made aware of CTE programs and opportunities for students to participate in Career and Technical Student Organizations?
		3. How are other teachers and school counselors made aware of CTE programs and the opportunities that CTE programs can provide students?
2. **Teacher Interview Questions**
	1. Program Implementation
		1. How does Career and Technical Education (CTE) programming fit within the overall LEA vision and school culture?
		2. How are academic and technical courses paired to support the career interests of the student?
		3. How are CTE programs and academic courses scheduled within the Student Success Plan (SSP)?
		4. What gaps exist within the LEA or school Perkins Core Indicators of Performance and how are funding, support, structure, and/or policy being provided/developed to address those gaps?
		5. What support can the DDOE provide to teachers with regard to program implementation and continuous program improvement?
		6. What support can the DDOE provide to teachers with regard to funding, support, structure and policy to support CTE programs?
	2. Professional Development
		1. What types of professional development are provided to teachers across the LEA and are there specific professional development opportunities for CTE teachers?
		2. What gaps exist within the local education agency Perkins Core Indicators of Performance and how is professional development being provided to address those gaps?
		3. What types of professional development do you attend?
		4. How can the DDOE partner with LEAs to provide and make available additional professional development opportunities for teachers?
	3. Local advisory committee
		1. Describe how the local advisory committee has supported the school to develop, implement, and continuously improve CTE programs?
		2. Describe how the local advisory committee has supported/provided work-based learning experiences for students and professional development to teachers?
		3. What is the mission of the local advisory committee?
		4. What are the annual goals of the local advisory committee?
		5. To what extent are teachers involved with the local advisory committee?
		6. What would you change to increase the effectiveness of the local advisory committee?
	4. Students
		1. What strategies have you used to recruit and retain nontraditional student populations into CTE programs?
		2. Describe how underrepresented student populations are supported and/or encouraged to be comfortable and successful in your CTE program? What is the percentage of underrepresented minorities who persist in your CTE program?
		3. Explain how students are selected to be in CTE courses.
		4. Do you have any requirements for entrance into your CTE program?
		5. Do students have any obligation to take specific academic classes while enrolled in a CTE program of study?
		6. What kinds of extra help are available to those students who struggle in your classes?
		7. How do students know that extra help is available to them? How are they encouraged to participate?
		8. How are work-based learning experiences incorporated into instruction and what types of opportunities exist for students beyond the classroom?
		9. What are your greatest accomplishments regarding the students you work with?
	5. Assessment
		1. How do you use formative and summative data to evaluate the success of the program?
		2. What types of opportunities are provided to review LEA data and data used to support CTE programs?
		3. Describe the types of assessment you use in class on a daily basis and how feedback is communicated to students in addition to the frequency in which feedback is provided?
	6. Administrative Support
		1. Have you been given the equipment and supplies you need to teach the CTE program?
		2. Describe the level of support you receive from your school/LEA administration.
		3. Describe the level of support you receive from your school counseling office.
		4. Describe your involvement in the CTE budget and planning process.
	7. Post-Secondary
		1. As a teacher, what role do you take in helping students develop a Student Success Plan (SSP)?
		2. As a teacher, what role do you take in helping students identify and participate in work-based learning experiences and Career and Technical Student Organizations?
		3. What dual credit or post-secondary articulation opportunities are available to CTE students?
	8. Communication and Outreach
		1. Is there a plan to grow the program? If so, what is it?
		2. What significant challenges do you and the school face in implementing CTE programs?
3. **School Counselor Interview Questions**
	1. Professional Development
		1. What types of professional development are provided to school counselors and are there specific professional development opportunities related to CTE?
		2. What gaps exist within the local education agency Perkins Core Indicators of Performance and how is professional development being provided to address those gaps?
		3. What types of professional development do you attend?
		4. How can the DDOE partner with LEAs to provide and make available additional professional development opportunities for school counselors?
	2. Students
		1. What types of CTE programs or study or pathways are available to students in your LEA or school?
		2. What strategies have you used to recruit nontraditional student populations into CTE programs?
		3. How are you going to try to increase gender diversity (if needed)?
		4. What strategies have you used to recruit underrepresented minorities into CTE programs?
		5. Describe how underrepresented minority students are supported and/or encouraged to be comfortable and successful in a CTE program. What is the percentage of underrepresented minorities who persist within a CTE program?
		6. How are students identified for CTE programs?
		7. Does the school system or school have any requirements for entrance into CTE programs?
		8. Do students have any obligation to take specific academic classes while enrolled in a CTE program of study?
		9. Once students are in a CTE program, how are they encouraged to take the appropriate academic courses?
		10. What kinds of extra help are available to those students who struggle in CTE classes?
		11. What kinds of extra help are available to those students who struggle in academic classes?
		12. What would you consider the most challenging aspect in recruiting and retaining students into CTE programs?
	3. Post-secondary
		1. What role do you take in helping students develop a Student Success Plan (SSP)?
		2. What role do you take in helping students develop a post-secondary plan of study?
		3. Do all children have adult advisers who stay with them through all four years of high school?
		4. How do you involve parents in the guidance and advisement process? Are parents required to meet with you and/or the child’s adviser before class registration?
		5. How does the career-planning process address the student’s career aspirations?
		6. How do you use data to help plan a student’s program of study or SSP?
		7. How do you help students see the relationship between the courses they take and their career plans?
		8. What dual credit or post-secondary articulation opportunities are available to CTE students?
4. **Parent Interview Questions**
	1. Students
		1. Why did your child decide to enroll in a CTE program?
		2. What does your child say about his/her CTE program when he/she is at home?
	2. Assessment
		1. How are you being kept informed of your child’s progress in the CTE program?
		2. What evidence do you have that your child is completing high-quality work while in the CTE program?
	3. Post-secondary
		1. How have you used your child’s interest in the CTE program to help plan his/her future?
		2. Have you worked with someone from the school to develop a Student Success Plan (SSP) for high school and beyond for your child?
	4. Communication and Outreach
		1. How did you first learn about the CTE program?
5. **Program Advisory Committee Interview Questions**
	1. Local advisory committee
		1. Describe how the local advisory committee has supported the school to develop, implement, and continuously improve CTE programs?
		2. Describe how the local advisory committee has supported/provided work-based learning experiences for students and professional development to teachers?
		3. What is the mission of the local advisory committee?
		4. What are the annual goals of the local advisory committee?
		5. How are you helping the teachers in the CTE program support higher standards for students?
		6. What do you see as the next steps the CTE program needs to take to prepare students for the world outside the classroom?
		7. Describe how you came to be on the local advisory committee.
		8. What would you change to increase the effectiveness of the local advisory committee?
	2. Post-secondary
		1. Has the local advisory committee been involved with or discussed providing work-based learning experiences to CTE students?
		2. Has the local advisory committee been involved with or helped to place CTE students in post-secondary education?
	3. Communication and Outreach
		1. How did you first learn about the CTE program and the local advisory committee?
		2. How can your company demonstrate to students that it values achievement and cares about learning?
		3. How can you become more involved in setting standards for school attendance and achievement?
		4. How does your company recognize high achievement by students?
		5. Is your company involved with the LEA or school Career and Technical Student Organizations?
6. **Student Interview Questions**
	1. Program Implementation
		1. How would you describe the CTE program to a friend? Would you recommend the CTE program to a friend?
		2. Does the teacher explain to you how to achieve an A or B on your projects?
		3. Describe something that you learned in CTE that you used in another class.
		4. Do you feel that your CTE program of study is preparing you for a career? If so, what career do you intend to pursue?
	2. Students
		1. How prepared were you for the CTE courses?
		2. What advice would you give someone who was considering taking CTE courses?
		3. If you are having difficulties in one of your classes, what extra help is available to you? Is it required?
	3. Assessment
		1. What types of assessment are given in your CTE program? How often is feedback provided?
		2. Have you received college credit for any of the CTE courses?
		3. Have you received college credit for any other high school classes?
	4. Post-secondary
		1. Have you planned what courses you need to take from now until graduation?
		2. Do you have a plan for what you are going to do after high school?
		3. When did you develop your career plan? How often is it reviewed?
		4. How are your parents and teachers involved in the career-planning process?
		5. How is being in the CTE program helping you decide what you want to do after you graduate?
	5. Communication and Outreach
		1. Have you or others in your classes made presentations about the CTE program to people not in your class?
		2. Have you or others in your class participated in Career and Technical Student Organizations and/or student leadership opportunities and competitions?