Career, Technical and Adult Education Advisory Committee Recommendation to the APS School Board
February 27, 2024

Recommendation: Provide a 1.0 FTE Career and Technical Education testing coordinator to provide state-approved credentialing support to teachers and students.

Background: Career and Technical Education (CTE) credentials, licensure and occupational assessments are industry recognized, and securing these certifications demonstrate a student's workforce readiness. Offering credentialing opportunities to students is state-mandated, helps fulfill a graduation requirement, and contributes to the accreditation of high schools as part of VDOE's College, Career and Civic Readiness Index (CCCRI).

APS currently has a 0.5 FTE CTE testing coordinator. The testing coordinator organizes, manages, and implements more than fifty different industry recognized certifications, state licensure examinations, and national occupational competency assessments. There are a variety of testing organizations, each with distinct protocols for accommodations for our students with disabilities and English Learner students. The CTE testing coordinator is responsible for helping secure such accommodations.

Need:
1. **Staffing to Support Increases in Students Earned Industry-Recognized Credentials.** Currently, the 0.5 FTE CTE testing coordinator is funded by a grant that will expire at the end of this school year. Between 2020-21 and 2022-23, the number of students earning certifications has steadily increased from 2,581 to 3,133. (See Appendices B and C for detailed credentialing data.) Without a CTE testing coordinator, the implementation of providing industry-recognized credentialing exams and the ability to support teachers and students equitably will be tremendously impacted.

2. **Reduce Student Performance Gaps.** While overall pass rates have increased, there is still a significant performance gap for Hispanic, Black, English Learners and students with disabilities on industry credentials. The CTE testing coordinator position is designed to support teachers with pre-test assessment data analysis and testing resources to improve student performance on passing the certification exams in addition to overseeing the administration of exams.

Solution: APS needs a CTE testing coordinator in order to continue to provide students with robust opportunities for industry-recognized certifications, licensures and occupational assessments. This position is a critical component for the training of staff, data reporting, testing coordination, maintaining test security, and administering tests in accordance with the Virginia Department of Education and the Office of Career and Technical Education accountability and reporting requirements.

Budgetary Implications and/or Implementation Needs: The cost of a CTE testing coordinator would be $129,474.17 salary and benefits.

Strategic Plan Alignment:

Core Values: **Excellence, Equity, Collaboration**

Goals:
Student Success - The CTE testing coordinator will provide support to teachers as they work to increase student success on the state approved industry credentials. Regardless of whether the students enter college or move directly into their careers, these certifications are in-demand by industry and make these students more competitive in the workforce directly after high school. This ties directly to the strategic goal of student success.

Engaged Workforce - The CTE Testing coordinator will prioritize the creation of support materials tailored specifically for teachers, enhancing their ability to facilitate industry credential attainment.

Strategies: Provide learning opportunities in a variety of settings, times, and formats that align with students' knowledge, skills, and personal interests. These work-based learning experiences such as internships and externships support student success in chosen career pathways and higher education pursuits.

Committee vote: # 11 in favor, # 0 opposed

Staff response: The staff is in favor of this proposal. Over the last three years, the position in question has been financially supported by the Perkins grant. However, with the Perkins funding set to expire at the end of this year, securing school system funds is crucial to sustain the positive impact and accomplishments achieved through this role. Notably, there has been a consistent upward trend in the number of credentialing tests taken and successfully passed in the three years since the inception of this position. Therefore, it is imperative to ensure ongoing funding to uphold and further enhance the successful outcomes associated with this role.

Appendix A
Appendix A **Committee Members**

Co-Chairs: Rosaelena O'Neil, Georgetown University & NVCC Educational Foundation Board
                       Daniel Marschall, George Washington University

Secretary: Lida Anestidou, Veterinary Medicine

Members: Anna Lapidus, Student W&L
              Cynthia Hatch, NVCC - Associate Director NOVA Workforce
              David Remick, WIOA
              Diane Murphy, Marymount University, Director, Technology and Innovation
              Erik Johnson
              Fernando Torrez, Nanotech Computers
              Fikile Dlamini Luke
              Jim Egenrieder, Virginia Tech, Center for Leadership in Global Sustainability
              Luann Moy, Federal Government (Retired)
              Meryem Khadrouni, Student Arlington Tech
              Nelson Aguilar, Carpenter's Union
              Stacy Butler, CVS
              Stephen D. Ward, NVCC Associate Dean
              Tiffani Nelson-Walker, APS Transportation

Staff liaison: Christopher Martini, Director CTAE

Staff Committee Members: Jamie Carfang, CTE Teacher Specialist
                                    Margaret Chung, Principal
                                    Michele Coffman, Capstone Coordinator
                                    Nicole Derocco, Partnership Coordinator
                                    Pamela Nagurka, Work-based Learning Coordinator
                                    Phyllis Gandy, Supervisor CTE
                                    Rosalita Santiago, CTE STEM Specialist

Appendix B
Appendix B **CTE Testing Coordinator Job Description**

Essential Job Duties and Responsibilities

● Organizing, managing, and implementing of all career and technical education industry credentials, and standardized testing within the building; including training of staff, maintaining accurate and complete records, coordinating distribution and collection of secure test materials, administering tests in accordance with the established test calendar, providing and completing all test documentation and reporting to the Department of Instruction and the Office of Career and Technical Education;
● Possession of substantive analytical, technical, and organizational skills, and the ability to oversee/supervise the effective implementation of required Career and Technical Education state approved assessments and local assessments;
● Be able to provide training to school staff in using formative and summative assessments to enhance and engage student learning as well as facilitate the administration of state mandated assessments;
● Analyze multiple assessment data sources in support of the data driven decision-making efforts of school leadership;
● Monitoring student performance through the use of pre and post assessment data;
● Interpreting test results and provide written interpretation and analysis for school and individual teacher use;
● Analyzing assessment data to assist teachers with intervention to improve students' performance
● Generating data reports to assist school leaders in making informed decisions.
● Certifying that ethical test administration practices within the school building, and providing training to staff on ethical testing, test security, and data reporting procedures; and will certify and oversee ethical testing practices for all test administrations;
● Providing teachers and instructional support staff with assistance in developing and using local assessments to better align instruction to student needs;
● Serves as the school-based testing coordinator in the implementation of state and district assessment programs
Other qualifications
● Specialized technical experience in understanding the technical and configuration requirements of all certification exams, and State Board licenses;
● Experience in providing assessment data professional development for staff
● Ability to work in a team relationship with school administration and teachers
● Successful experience designing and providing training for test proctors and teachers on multiple career and technical education state and district assessments
● Knowledge of state and assessment providers' regulations governing test administration; test security, and data reporting policies and procedures;
● Extensive knowledge of analytical software applications such as Excel, Access, Synergy, and other applications as implemented

Technical Skills
● Excel Spreadsheets
Create, VLookup, Data Validation, data scrubbing, filter
● Word

Mail merge

● Synergy

Use and create queries

● MS Teams

● Sharepoint

Use for inner office and Office 365 files

CTE Industry Credentials Earned Data				
2020-21 thru 2022-23				
				Credential
Industry Credential Name	**2022-2023**	**2021-2022**	**2020-2021**	**Total**
CIW Adv HTML5 & CSS3 Specialist	10	14	3	**27**
CTE ACA Photoshop CC 2020			7	**7**
CTE ACF Culinary Arts Certification	10	16		**26**
CTE ACU Fusion 360	29	7	13	**49**
CTE Adobe Certified Professional: After Effects 20		1		**1**
CTE Adobe Certified Professional: Animate 2021		21		**21**
CTE Adobe Certified Professional: Animate 2022	16			**16**
CTE Adobe Certified Professional: Illustrator 2021		28		**28**
CTE Adobe Certified Professional: Illustrator 2022	15			**15**
CTE Adobe Certified Professional: Photoshop 2021		32		**32**
CTE Adobe Certified Professional: Photoshop 2022	19			**19**
CTE Adobe Certified Professional: Premier Pro 2021		6		**6**
CTE Adobe Certified Professional: Premier Pro 2022	6			**6**
CTE Adobe Premiere Pro CC 2020			7	**7**
CTE ASE Automotive Service Technology	1			**1**
CTE ASE Entry Level MLR	20	15		**35**
CTE Autodesk AutoCAD Certified User		3	4	**7**
CTE Autodesk Certified User: Revit Architecture	10			**10**
CTE Barbers Exam		1		**1**
CTE Certified Pastry Cook Assessment (NOCTI)	3			**3**
CTE Certified Veterinary Assistant (CVA) Exam	10			**10**

CTE College & Work Readiness Assessment (WorkKeys)	3			**3**
CTE CompTIA A+ (220-1001 & 220-1002)	2	1		**3**
CTE CompTIA Security+ Examination	2			**2**
CTE Cosmetology Licensure Exam			2	**2**
CTE Emergency Medical Technician Licensure			6	**6**
CTE Entrepreneurship and Small Business: Certiport	51			**51**
CTE ETS ParaPro	1	15		**16**
CTE FAA Pilot's License		13	11	**24**
CTE FAA Remote Pilot State Exam	14			**14**
CTE Info Tech Specialist: Java: Certiport	38			**38**
CTE Info Tech Specialist: Python: Certiport	24			**24**
CTE MOS Word Examination (MS Office 365 and 2019		3		**3**
CTE MTA Exam: Intro to Programming using Python		77	116	**193**
CTE MTA Introduction to Programming using Java		32	1	**33**
CTE MTA: Intro to Programming using JavaScript		8		**8**
CTE NAPPS Pet Sitters	13	27	31	**71**
CTE National Career Readiness Certificate	3			**3**
CTE National Health Science Assessment	13	24		**37**
CTE NOCTI Television Production	7			**7**
CTE NOCTI Television Production (18-19)		9		**9**

CTE Industry Credentials Earned Data

2020-21 thru 2022-23

Industry Credential Name	2022-2023	2021-2022	2020-2021	Credential Total
CTE Pharmacy Technician, CPhT	3			**3**
CTE PLTW Digital Electronics	7	6		**13**
CTE PLTW Intro to Engineering Design	199	198	168	**565**
CTE PLTW Principles of Engineering Design	67	77	79	**223**
CTE PTTC Exam (AMCA)	44	17		**61**
CTE SkillsUSA: Elec Cons (Res) Wiring		7		**7**
CTE Unity Certified User			5	**5**
CTE Unity Certified User: Artist Certification	1			**1**
CTE Vet Medical App (iCEV)		2		**2**
CTE WISE Financial Literacy	1,099	1,176	1,162	**3,437**
CTE Workplace Readiness Skills for Commonwealth	1,382	1,129	966	**3,477**
ServSafe Manager	11	8		**19**
Total Credentials Earned	**3,133**	**2973**	**2581**	**8687**