

1. Determine community needs
 - a. Curriculum in family living programs
 - b. Occupational education programs
 - c. Adult classes

2. Evaluate program
 - a. Review whether or not programs are providing the kind of training necessary to thrive in contemporary society
 - b. Review content for course of study and sequence of courses that comprise a program of study (POS)
 - c. Review articulation agreements and transcribed credits
 - d. Review all features of the program, including materials
 - e. Solicit opinions from parents and other community members
 - f. Review adult programming

3. Evaluate facilities and equipment
 - a. Evaluate existing equipment and facilities and recommend improvements
 - b. Evaluate lab equipment compared with current and future industry standards
 - c. Evaluate lab safety program
 - d. Evaluate room layout, space requirements, lighting, ventilation, etc. compared with industry norms

4. Assist in the preparation and selection of course material
 - a. Establish need for a course
 - b. Review present course outlines and resources used
 - c. Suggest revisions and/or additions
 - d. Review outcomes

5. Recommend equipment, supplies, and instructional material
 - a. Arrange for purchase or through donation/gift
 - b. Locate instructional material from local businesses
 - c. Review multi-media resources
 - d. Recommend materials

6. Recommend resource personnel and guest speakers
 - a. Guest speakers
 - b. Field lessons (trips)
 - c. Classroom aides

7. Guide and support career and technical educational instruction
 - a. Provide encouragement and motivation
 - b. Communicate up-to-date industry information
 - c. Give constructive feedback enabling instructor to adjust activities

8. Assist with instructional and learning experiences
 - a. Provide business tours and field experiences for students and instructors
 - b. Assist in establishing training stations where students can obtain appropriate occupational work-based experience
 - c. Provide instructor Internship opportunities

9. Assist with industry credentials
 - a. Recommend industry validate credentials within the program's occupations
 - b. Assist with obtaining testing for credentials, licenses, and certifications

10. Assist with job opportunities
 - a. Advise on new and emerging occupations
 - b. Aid in placement for internship students
 - c. Assist in placing graduates
 - d. Provide relevant information to instructors concerning desired knowledge, skills, and experience for entry-level positions

11. Assist in surveys
 - a. Determine data to be gathered
 - b. Suggest means for securing data
 - c. Help to secure certain information

12. Help to provide continuity
 - a. Maintain quality programming even through periods of adjustment due to change in personnel
 - b. Advise on ways to recruit and retain students in programs

13. Provide financial and legislative support
 - a. Arrange for donations (equipment, supplies, etc.), if needed
 - b. Establish scholarships and/or awards for students
 - c. Support school administration for local appropriations
 - d. Support state and national legislation related to career and technical education

14. Provide public relations service
 - a. Interpret program in community and communicate value
 - b. Support and represent the interests of the program
 - c. Attend meetings of other groups (act as a liaison) and speak on behalf of program
 - d. Provide information for counselors and parents
 - e. Arrange for exhibits at meetings or displays in store windows
 - f. Develop plans for recognizing students
 - g. Arrange for presentations to community groups (Rotary, Optimists, Chamber, etc.)
 - h. Help prepare or review brochures explaining the career and technical education program
 - i. Develop program promotion during Career and Technical Education month in February

15. Assist with career and technical student organizations (CTSO)
 - a. Recommend and support fundraising opportunities
 - b. Help secure speakers
 - c. Assist in financial support for individual members to attend state and/or national conferences and competitions
 - d. Chaperone travel and special events
 - e. Serve as evaluators for awards and competitions
 - f. Attend installation and initiation ceremony for local officers

16. Help plan special event
 - a. Career and Technical Education month in February
 - b. National Student Organization week or month
 - c. Banquet and other special activities
 - d. Attend and participate in other special events