Leadership Tools and Tips

WA-ACTE Summer Conference
The Davenport Grand Hotel | Spokane, WA
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Tool Development

- **According to RCW 28C.04.100 - Law: "…Working with the directors or executive secretaries of these organizations, the office of the superintendent of public instruction may develop tools for the coordination of leadership activities with the curriculum of technical education programs."**

- Building from a year's worth of work – taking into consideration feedback from 2 task force meetings and recognizing the need for a decision and product to be finalized

- We drafted and shared a document with committee members prior to WA-ACTE – with the goal to finalize by WA-ACTE Conference to be rolled out and shared. It was a Tight Timeline!

- Goal: Finalize the "Tool" we will be using for student leadership requirements

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Convened a Task Force

CTSO directors

Also included broad field representation:

- CTE directors

- WA-ACTE director and section representatives

- Skills center representatives

- Teachers

CTE STANDARDS

Leadership includes opportunities for students to participate in **community service activities** related to this course, participate in related **leadership activities outside the classroom** at the local, regional, state, and/or national level, and explain how students will be **engaged in activities that extend learning beyond the classroom/laboratory** into the community and provide real world value.

* CTE standards

CTSO Expectations

1. Must establish a chapter and Affiliate through the national affiliation system;

2. Must have a minimum # of members and elect an officer team

3. Must establish a constitution and bylaws (which aligns with state and national)

4. Members must have been enrolled or currently enrolled in a CTE course as CTSO is intra-curricular

5. Must be recognized by ASB

6. Must be advised by the CTE instructor

7. Must affiliate and pay dues on an annual basis to the state and National organization.

8. Some require a POW and annual report.

9. Competitive events

10. Student recognition

Parameters

1. Documentation ensures that CTE programs have high integrity and maximum impact to student experience

2. Improvement is possible for ALL student leadership opportunities; CTSOs and other options

3. Student Leadership should be Student Led with Advisor Guidance

4. OSPI is required to provide structure and guidance – Committee feedback is valuable input

5. Extended learning and leadership is a requirement of CTE programs.

First Component: Organizational Structure

Leadership Equivalency Template

Released WAVA Oct. 2015

Student Leadership Development is an integral part of the CTE instructional program; the process that enables students to fully utilize the subject matter content they receive through the CTE program. Leadership skills empower each student to assume responsible roles in family, community, and business and industry environments. Through state recognized CTSOs, students have leadership skill development opportunities available at the local, state, national and international level. Leadership equivalencies must be equal to or exceed the appropriate CTSO standards related to the specific program area, for 21st Century Skills integration, and include opportunities for students to participate in community service activities related to this course, participate in related leadership activities outside the classroom at the local, regional, state, and/or national level, and explain how students will be engaged in activities that extend learning beyond the classroom/laboratory into the community and provide real world value.

School District: Click here to enter text.   **Building:** Click here to enter text.   **Program Area:** Choose an item.

CIP Code: Click here to enter text.   **Instructor(s):** Click here to enter

Minimum Qualifications Checklist: The minimum qualifications reflect the equivalency and align with the Washington State CTE 21st Century Leadership Skills.

Organizational Structure

☐Recognized by ASB   ☐Current Constitution & Bylaws   ☐Elected officers   ☐ Committee structure

☐Holds regular meetings ☐Student ran organization; activities are planned, conducted, and evaluated by students

CTE Student Leadership

OSPI CTE Student Leadership Template
Extended Learning

Student Leadership Development is an integral part of the CTE instructional program; the process that enables students to fully utilize the subject matter content they receive through the CTE program. Leadership skills empower each student to assume responsible roles in family, community, and business and industry environments. Through state recognized CTSOs, students have leadership skill development opportunities available at the local, state, national and international level. Leadership equivalencies must be equal to or exceed the appropriate CTSO standards related to the specific program area, for 21st Century Skills integration, and include opportunities for students to participate in community service activities related to this course, participate in related leadership activities outside the classroom at the local, regional, state, and/or national level, and explain how students will be engaged in activities that extend learning beyond the classroom/laboratory into the community and provide real world value.

Please see the OSPI Student Extended Leadership Companion Document for additional detailed information.

School District: Click here to enter text. **Building:** Click here to enter text. **Program Area:** Choose an item.

CIP Code: Click here to enter text. **Instructor(s):** Click here to enter

Qualifications Checklist:
qualifications reflect equivalency and align with Washington State CTE 21st Century Leadership Skills while establishing the leadership organization and program components reflected in the Program of Work.

Leadership Organization:

☐ Student Leadership Structure Established (Ex: Elected officers, committee structure, group roles)

☐ Student led organization; activities are planned, conducted, and evaluated by students

☐ Activities are conducted under the management and/or supervision of a certified CTE instructor

Program Components Reflected in Program of Work:

☐ Organization and Management   ☐ Planning and Evaluation   ☐ Community Service

☐ Finance and Fundraising   ☐ Competitive Events   ☐ Leadership Development/Demonstration

☐ Student Recognition   ☐ Recreational and Social   ☐ Public Relations and Advocacy

☐ Employability and Career Skills

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Program Component

Annual Program of Work

Program Name: Click or tap here to enter text.   **Year:** Click here to enter text.

Activities reflected should <u>only</u> address extended learning components of the program; these should be learning and teaching activities <u>related to career and technical education course</u> or program competencies which occur <u>beyond the scheduled school day and/or school year</u> under the supervision of a certified CTE teacher.
(CTE Program Standards)

Activities should place emphasis on personal and group activities that improve life skills and align with 21st Century Leadership skills, encourage students to work together, and include cooperative activities with other groups that make the community a better place to live and work. Descriptions of activities must be specific to the course.

Program Component:	Activity/Event:	Description	Expected Completion Date:	Focused 21st Century Leadership Skill addressed
Choose an item.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Choose an item.
to enter text.	to enter text.	Click here to enter text.	Click here to enter text.	Choose an item.
to enter text.	to enter text.	Click here to enter text.	Click here to enter text.	Choose an item.
to enter text.	to enter text.	Click here to enter text.	Click here to enter text.	Choose an item.
Choose an item.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Choose an item.

Dropdown list:
- Choose an item.
- Organization and Management
- Planning and Evaluation
- Community Service
- Financial and Fundraising
- Competitive Events
- Leadership Development
- Student Recognition
- Employability and Career Skills
- Public Relations and Advocacy
- Recreation and Social Activities
- Other (Please Describe)

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CTE Student Leadership

OSPI Student Extended Leadership Companion

Every extended leadership program must develop an annual program of work (POW). The POW consists of an outline of activities planned for the current school year. The activities should be based on the interests, needs, and desires of the student participants. The development of the POW represents a learning opportunity for students as they understand and develop skills related to project planning, completion, and evaluation.

Purpose of a Program of Work

A well-developed POW serves to:

1. Define and describe extended leadership program's activities
2. Act as a written guide to provide students, parents, administrators, advisory committees, and others a calendar of events the program will follow in the year ahead.

A well-planned POW:

1. Provide direction from year to year and provide experience in planning.
2. Provide a balance of experiences for developing self-confidence, responsibility, citizenship, and cooperation and leadership skills
3. Includes authentic and engaging activities that are relevant education experiences as extended learning.
4. Accessibility for all students
5. Multiple levels of participation and experiences and appropriate recognition for all participants

Considerations

1. **How do I develop the Program of Work?**
   a. A program of work should be developed annually in cooperation with student members.

2. **Do I need to belong to ASB? If so, why?**
   a. Financial considerations
      i. If students are going to handle, receipt, or raise funds for the program or specific project than the funds must be processed through an ASB account.

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OSPI Student Extended Leadership Companion

- **What are good practices in developing an organizational structure?**
    1. **Elected Leadership**
   2. **Constitution and Bylaws (IN PROCESS AREA)**

Heading					
Area	School District	Building	Program Area	CIP Code	Instructor(s)
Mechanism	Comment box	Comment box	Drop Down Menu	Comment box	Comment box
Procedure/ Reasoning	Select the comment box, and begin typing the name of the School District in which the extended learning activities will be conducted. Only one school district should be represented within the program of work.	Select the comment box, and begin typing the name of the High School or the Middle School in which the extended learning activities will be conducted. Only one building should be represented within the program of work, as the documentation should be specific to the extended leadership activities of a specific program.	Select from the prepopulated program areas. Extended learning activities reflected within the Program of Work are required to be an extension of the program.	Select the comment box and input the appropriate CIP code consistent with the extended learning activities reflected in the program of work. Extended learning activities reflected within the Program of Work are required to be an extension of the program.	Select the comment box and input the certified CTE instructor(s) name(s) that supervise and manage extended learning activities reflected in the program of work.

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Area: Program Component

Organization and Management
Planning and Evaluation
Community Service
Financial and Fundraising
Competitive Events
Leadership Development
Student Recognition
Employability and Career Skills
Public Relations and Advocacy
Recreation and Social Activities
Other (Please Describe)
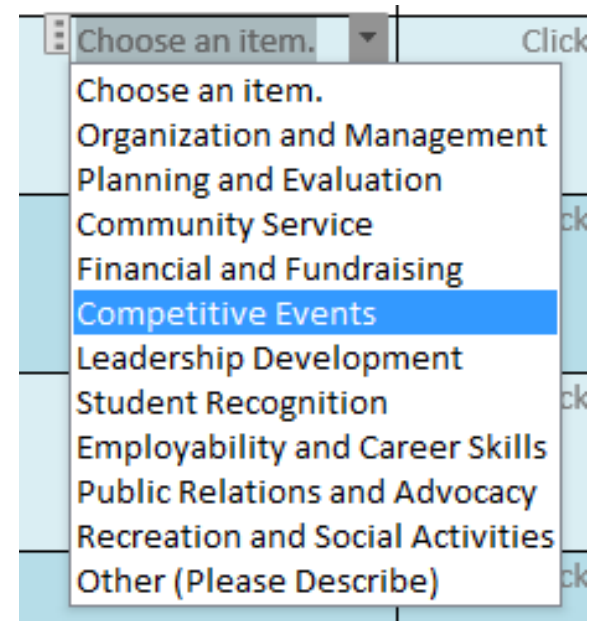
What additions could be made to this area to provide additional guidance?

OSPI Student Extended Leadership Companion

	Program of Work				
Area	Program Component	Activity/Event	Description	Expected Completion Date:	Focused 21st Century Leadership Skill addressed
Mechanism	Drop down menu	Comment box	Comment box	Comment Box	Drop Down Menu
Procedure/ Reasoning	Utilizing the definitions provided in the program of work program components, select the program component that best reflects the focused area the activity represents. Only one component may be selected. This component identifies a generalized area of focus and initially addresses clarifies the "Why"	Select the comment box, and begin typing the Activity or Event name. This component initially addresses the "What"	Select the comment box, and begin typing the description of the event and/or activity. This description should provide the context and a complete picture of the event and the implications for the student planned event or activity. This component can include the "Who," "When," and "Where," and further clarifies the "What".	Select the comment box, and begin typing the estimated date of completion of the activity/event. This component addresses the "When"	Utilizing the Washington Leadership Core Document, select the 21st Century Skill that best reflects the focused skill the activity addresses. Only one skill may be selected, and should reflect the best representation of the activity/event. This component addresses and clarifies the "Why"

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PROGRAM OF WORK
PROGRAM COMPONENT

Program Components: These represent the consistent program components/areas across all CTSOs and represent the minimum areas of development for local programs of work for leadership equivalents:

- Organization and Management
- Planning and Evaluation
- Community Service
- Financial and Fundraising
- Competitive Events
- Leadership Development
- Student Recognition
- Employability and Career Skills
- Public Relations and Advocacy
- Recreation and Social Activities
- Other

Program Component:	Activity/Event:
Choose an item. ▼	Click here to enter text.
	Click here to enter text.
	Click here to enter text.

Choose an item.
Organization and Management
Planning and Evaluation
Community Service
Financial and Fundraising
Competitive Events
Leadership Development
Student Recognition
Employability and Career Skills
Public Relations and Advocacy
Recreation and Social Activities
Other (Please Describe)

May be selected utilizing drop down menu

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OSPI Student Extended Leadership Companion

Program of Work - Program Components
Organization and Management **Definition:** Activities that reflect the process of organizing, planning, leading and controlling resources with the overall aim of achieving the desired outcomes of coordinated activities. Organization and management activities geared toward empowering students to make decisions and resolve issues. **Example Activities:** electing officers, establishing committee structures, nominating leadership roles, establishing a constitution and bylaws, creating policies and procedures, creating a program of work, creating a project or program budget, ASB law training, officer/leaders training, program management training.

ACTIVITY/EVENT DESCRIPTION and DATE

- After selecting program component, click to enter the activity/event name and provide a description of the activity/event. The text box will expand as text is entered.

- Click to enter the expected completion date

Program Component:	Activity/Event:	Description	Expected Completion Date:
Organization and Management	Election of Student member Officers and Selection of Committee Chairs	Members will be elected to serve as officers through an application and student member vote, interested students can join the standing club committees and volunteer to serve as committee chairs	September 10, 2015

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