

San Bernardino County Superintendent of Schools  
**Regional Occupational Program**  
**Strategic Action Plan**  
 2009 - 2015

<b>Major Growth Initiative</b>	<b>1.0 Professional Development</b>
<b>Major Growth Goal</b>	Provide an effective professional development program to enhance and improve teaching and learning
<b>Rationale</b>	Student achievement is directly influenced by the delivery of effective teaching and learning strategies
<b>Student Learning Goal</b>	All Student Learning Goals are addressed

Action Step	Completion Timeline	Persons Responsible	Resources	Ways to Assess Progress	How Progress Is Reported
1.1 Identify and convene a Professional Development Team	February 2010	<ul style="list-style-type: none"> <li>SBCSS ROP Management Team</li> <li>District ROP Coordinators</li> </ul>	<ul style="list-style-type: none"> <li>Facilitator</li> <li>Meeting budget</li> <li>Teacher stipend</li> <li>Time</li> </ul>	<ul style="list-style-type: none"> <li>Meeting notes</li> </ul>	<ul style="list-style-type: none"> <li>Progress report to Coordinating Council</li> </ul>
1.2 Create and administer a professional development needs assessment taking into consideration: <ul style="list-style-type: none"> <li>Training needs for teachers and staff such as new teacher training and support, areas identified in the Self Study, new coordinator training and support, and new staff training and support</li> <li>What is currently offered at each district, SBCSS, and other professional organizations and how we can take advantage of existing professional</li> </ul>	June 2010	<ul style="list-style-type: none"> <li>Professional Development Team</li> </ul>	<ul style="list-style-type: none"> <li>2009 WASC Self-study to identify areas of need</li> <li>Current research in professional development</li> <li>Professional development standards</li> <li>Perkins guidelines for professional development</li> <li>Current professional development plan from each district</li> <li>Catalog of professional</li> </ul>	<ul style="list-style-type: none"> <li>Survey plan</li> <li>Survey results</li> </ul>	<ul style="list-style-type: none"> <li>Progress report to Coordinating Council</li> </ul>

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development opportunities.			development offered by SBCSS <ul style="list-style-type: none"> <li>• List of industry organizations and educational organizations offering professional development</li> <li>• Teacher stipends</li> <li>• Facilitator</li> <li>• Survey budget</li> <li>• Time</li> </ul>		
1.3 Analyze needs assessment results and prioritize according to need and resources	August 2010	<ul style="list-style-type: none"> <li>• Professional Development Team</li> </ul>	<ul style="list-style-type: none"> <li>• List of available funding (inside &amp; outside the organization)</li> <li>• Budget</li> <li>• Meeting facilitator</li> <li>• Time</li> </ul>	<ul style="list-style-type: none"> <li>• Needs assessment report</li> </ul>	<ul style="list-style-type: none"> <li>• Progress report to Coordinating Council</li> <li>• Progress report to Board of Directors</li> </ul>
1.4 Write a comprehensive professional development plan	December 2010	<ul style="list-style-type: none"> <li>• Professional Development Team</li> </ul>	<ul style="list-style-type: none"> <li>• Survey Report</li> <li>• Needs assessment results</li> <li>• Current professional development plan from each district</li> <li>• Catalog of professional development offered by SBCSS</li> <li>• List of industry organizations and educational</li> </ul>	<ul style="list-style-type: none"> <li>• Completed professional development plan</li> <li>• Approval of Board of Directors</li> </ul>	<ul style="list-style-type: none"> <li>• Report to Coordinating Council</li> <li>• Report to Board of Directors</li> <li>• Post on the ROP Web site</li> <li>• Operational Handbook</li> <li>•</li> </ul>

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			organizations offering professional development <ul style="list-style-type: none"> <li>• Teacher stipends</li> <li>• Facilitator</li> <li>• Budget</li> <li>• Time</li> </ul>		
1.5 Implement Professional Development Plan	May 2011 and then ongoing	<ul style="list-style-type: none"> <li>• SBCSS ROP Management Team</li> <li>• District ROP Coordinators</li> </ul>	<ul style="list-style-type: none"> <li>• Time</li> <li>• Budget</li> <li>• Stipends</li> <li>• Facilitator</li> <li>• Annual prioritized list of professional development needs</li> </ul>	<ul style="list-style-type: none"> <li>• Annual monitoring and evaluation report</li> <li>• Student assessment data reports</li> <li>• Review by Focus Group</li> </ul>	<ul style="list-style-type: none"> <li>• Reports to major stakeholders (district and county administration, board of directors, teachers, business &amp; industry, parents)</li> </ul>
1.6 Evaluate the results of all professional development activities annually and revise the professional development plan as needed	June 2011 and ongoing	<ul style="list-style-type: none"> <li>• SBCSS ROP Management Team</li> <li>• District ROP Coordinators</li> </ul>	<ul style="list-style-type: none"> <li>• Report of professional development activities</li> <li>• Annual prioritized list of professional development needs</li> <li>• Event evaluations</li> </ul>	<ul style="list-style-type: none"> <li>• Report and recommendations</li> </ul>	<ul style="list-style-type: none"> <li>• Report to Coordinating Council</li> </ul>

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<b>Major Growth Initiative</b>	<b>2.0 Curriculum and Instruction</b>
<b>Major Growth Goal</b>	Offer challenging, rigorous, and engaging curriculum that is standards-based and part of a coherent sequence of courses
<b>Rationale</b>	Students benefit from courses that provide current and relevant training, are part of a coherent sequence of courses that prepares them for successful transition into postsecondary education and careers
<b>Student Learning Goal</b>	All Student Learning Goals are addressed

Action Step	Completion Timeline	Persons Responsible	Resources	Ways to Assess Progress	How Progress Is Reported
2.1 Create a curriculum task force to review and make recommendations taking into consideration: <ul style="list-style-type: none"> <li>• How to incorporate levels of skills attainment into curriculum such as entry level, advanced level, leadership level, etc.</li> <li>• Sequence of courses within a pathway (gap analysis)</li> <li>• A curriculum development and review process</li> <li>• Prioritized timeline for reviewing current curriculum</li> <li>• Use of community classroom methodology</li> </ul>	February 2010	<ul style="list-style-type: none"> <li>• Curriculum Task Force (SBCSS ROP administration, district ROP coordinators, teachers, and business and industry representatives)</li> </ul>	<ul style="list-style-type: none"> <li>• Current course sequencing plan</li> <li>• CTE Framework</li> <li>• California Ed Code</li> <li>• Title V, California Code of Regulations (ROP)</li> <li>• 2009 WASC self-study</li> <li>• Labor Market data</li> <li>• Requests from districts</li> <li>• Advisory Committee recommendations (via comm. notes)</li> </ul>	<ul style="list-style-type: none"> <li>• Task force recommendations</li> </ul>	<ul style="list-style-type: none"> <li>• Progress report to Coordinating Council</li> <li>• Progress report to Board of Directors</li> <li>• Report to various stakeholder groups</li> <li>• Operational Handbook</li> <li>• ROP website</li> </ul>

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2.2 Identify and incorporate CTE standards, appropriate academic standards, and the Student Learning Goals into all course curriculum	June 2012 and ongoing (per curriculum review and revision schedule)	<ul style="list-style-type: none"> <li>• SBCSS ROP Management Team</li> <li>• Teachers</li> <li>• Business and industry representatives</li> <li>• District ROP Coordinators</li> </ul>	<ul style="list-style-type: none"> <li>• Curriculum Development and review process</li> <li>• CDE database of courses</li> <li>• CTE Standards document and framework</li> <li>• Academic frameworks</li> <li>• Student Learning Goals</li> <li>• Professional development activities</li> <li>• Time</li> <li>• Facilitator</li> <li>• Business &amp; industry standards</li> <li>• Teacher stipends</li> </ul>	<ul style="list-style-type: none"> <li>• Student data reports</li> <li>• Revised curriculum</li> <li>• Annual Focus Group meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Annual monitoring and evaluation report</li> <li>• Progress report to Coordinating Council</li> <li>• Report to Board of Directors</li> <li>• Reports to stakeholder groups</li> </ul>
2.3 Develop a scoring guide or rubric for the Student Learning Goals	June 2010	<ul style="list-style-type: none"> <li>• SBCSS ROP Management Team</li> <li>• District ROP Coordinators</li> <li>• Teachers</li> <li>• Business and industry representatives</li> </ul>	<ul style="list-style-type: none"> <li>• CTE Standards document and framework</li> <li>• Resources on writing scoring guides</li> <li>• Professional development activities</li> <li>• Facilitator</li> <li>• Time</li> <li>• Teacher stipends</li> </ul>	<ul style="list-style-type: none"> <li>• Publication of scoring guide</li> <li>• Professional development reports</li> </ul>	<ul style="list-style-type: none"> <li>• Posted on teacher resource web site</li> <li>• Teacher meetings and professional development activities</li> </ul>
2.4 Investigate the viability of implementing an assessment	June 2011	<ul style="list-style-type: none"> <li>• SBCSS ROP Management Team</li> </ul>	<ul style="list-style-type: none"> <li>• CTE Standards and framework</li> </ul>	<ul style="list-style-type: none"> <li>• Completed assessment</li> </ul>	<ul style="list-style-type: none"> <li>• Reports to stakeholder</li> </ul>

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tool to measure the attainment of the Student Learning Goals		<ul style="list-style-type: none"> <li>District ROP Coordinators</li> <li>Teachers</li> <li>Business and industry representatives</li> </ul>	<ul style="list-style-type: none"> <li>Student Learning Goals scoring guide or rubric</li> <li>Newly revised curriculum</li> <li>Professional development activities</li> <li>Facilitator</li> <li>Time</li> <li>Teacher stipends</li> </ul>	<ul style="list-style-type: none"> <li>Data reports</li> <li>Professional development reports</li> </ul>	<ul style="list-style-type: none"> <li>groups</li> <li>Monitoring and evaluation report</li> </ul>
2.5 Provide professional development activities to inform ROP leadership and teachers on how to use student outcome data to improve the teaching and learning process	June 2012	<ul style="list-style-type: none"> <li>SBCSS ROP Management Team</li> <li>District ROP Coordinators</li> <li>Teachers</li> <li>Business and industry representatives</li> </ul>	<ul style="list-style-type: none"> <li>Professional development activity</li> <li>Facilitator</li> <li>Time</li> <li>Teacher Stipends</li> </ul>	<ul style="list-style-type: none"> <li>Professional development activities on how to use the data to improve the teaching and learning process</li> <li>Focus Group review</li> </ul>	<ul style="list-style-type: none"> <li>Reports to stakeholder groups</li> <li>Publish in the Operational Handbook</li> </ul>
2.6 Implement a course development and review process following the recommendations and timeline of the curriculum task force	June 2010 and ongoing per the identified process	<ul style="list-style-type: none"> <li>SBCSS ROP Management Team</li> <li>District ROP Coordinators</li> <li>Teachers</li> <li>Business and industry representatives</li> </ul>	<ul style="list-style-type: none"> <li>Current course curriculum</li> <li>Career pathways and sequencing plan</li> <li>Identified programs of studies</li> <li>Articulation matrix</li> <li>CTE Framework</li> <li>Title V, California Code of Regulations (ROP)</li> <li>CDE course</li> </ul>	<ul style="list-style-type: none"> <li>Completed course development plan</li> <li>Timeline for implementation</li> <li>Monitoring and evaluation plan</li> </ul>	<ul style="list-style-type: none"> <li>Publish process in the Operational Handbook and post on the ROP web site</li> <li>Report to all stakeholder groups</li> </ul>

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			development process • Time		

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<b>Major Growth Initiative</b>	<b>3.0 Counseling and Student Services</b>
<b>Major Growth Goal</b>	Establish a partnership with counselors and student services that will facilitate a better understanding of the benefits of ROP courses and services for all high school students.
<b>Rationale</b>	Students will benefit from a unified effort to help them implement a career plan that directs them to the appropriate classes resulting in successful transition into postsecondary education and 21 <sup>st</sup> century careers.
<b>Student Learning Goals</b>	Demonstrates career planning that leads to postsecondary education and/or employment.

Action Step	Completion Timeline	Persons Responsible	Resources	Ways to Assess Progress	How Progress Is Reported
3.1 Identify opportunities to connect with counselors (middle school, high school, and postsecondary) and student services-such as career guidance counselors and career technicians to facilitate the building of mutual understanding about the benefits of CTE/ROP	March 2010	<ul style="list-style-type: none"> <li>SBCSS ROP Management staff</li> </ul>	<ul style="list-style-type: none"> <li>List of state, regional, county, and district professional organizations (counseling and career guidance)</li> <li>Partnerships within SBCSS, SB70, and Tech Prep</li> <li>List of counseling &amp; student services events</li> </ul>	<ul style="list-style-type: none"> <li>List of organizations, contacts and meeting dates</li> </ul>	<ul style="list-style-type: none"> <li>Monitoring and evaluation report</li> <li>Report to stakeholders</li> </ul>
3.2 Develop strategies for the presentation and delivery of information to the various groups (counseling, student services providers, and other school-based groups)	August 2010	<ul style="list-style-type: none"> <li>SBCSS ROP Management Team</li> <li>Recruitment Placement Specialists</li> </ul>	<ul style="list-style-type: none"> <li>Resources within SBCSS (Educational Support Services)</li> <li>Best practices from statewide organizations</li> </ul>	<ul style="list-style-type: none"> <li>List of strategies</li> <li>Presentation opportunities</li> <li>Student completion and placement data</li> </ul>	<ul style="list-style-type: none"> <li>Monitoring and evaluation report</li> <li>Progress report to Coordinating Council</li> </ul>

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3.3 Develop materials such as pathway guides, brochures, and other materials needed to complete the identified strategies	June 2012 and ongoing	<ul style="list-style-type: none"> <li>SBCSS ROP Management Team</li> <li>District ROP Coordinators</li> <li>Recruitment Placement Specialists</li> </ul>	<ul style="list-style-type: none"> <li>District CTE plans</li> <li>Research career pathway guides</li> <li>Publications department (SBCSS)</li> </ul>	<ul style="list-style-type: none"> <li>Standardized presentation packets and materials</li> </ul>	<ul style="list-style-type: none"> <li>Report to Coordinating Council</li> <li>Post on appropriate websites</li> </ul>
3.4 Review the allocation of resources (personnel, time, and funding) to deliver and manage ROP support services: <ul style="list-style-type: none"> <li>Discuss needs by size &amp; location of the district</li> <li>Discuss the scope and priority of duties</li> <li>Discuss the role of the Recruitment Placement Specialist in the delivery of ROP support services.</li> </ul>	June 2010	<ul style="list-style-type: none"> <li>Task Force (SBCSS Management Team, district ROP Coordinators, and RPS)</li> </ul>	<ul style="list-style-type: none"> <li>Information from similar programs statewide</li> <li>Needs assessment by district</li> <li>Planned actual report</li> <li>Course schedule by district</li> <li>Completion and placement reports</li> <li>Exit survey data</li> </ul>	<ul style="list-style-type: none"> <li>Revised job description for RPS</li> <li>Resource list of ROP &amp; CTE support services</li> <li>Identified student support services</li> </ul>	<ul style="list-style-type: none"> <li>Task Force report</li> <li>Monitoring and evaluation report</li> <li>Published resource documents</li> </ul>