



For CTE office use only
Date received: _____

Career Technical Education Needs Assessment 2023-24

Teacher: _____

Campus: _____

Career Technical Education Program Area: _____

DUE DATE: THURSDAY FEBRUARY 23, 2023

The Needs Assessment is a valuable tool used to plan the budget for the upcoming school year. The tables listed below represent categories by which funding is provided. It is important that each category that is applicable to your program be completed in detail. Listing your item(s) does not guarantee that it will be purchased but it will assist in the identification of items needed to provide a quality Career Technical Education Program.

Please do not include consumables such as toner, paper, etc.

NOTE: This is not a purchase requisition.

A. Instructional Materials: textbooks (ie: Kaduceus manuals, study guides, etc)

ITEM DESCRIPTION	CTE COURSE	VENDOR <small>(quote must be included)</small>	QTY	TOTAL COST	HARD COPY OR DIGITAL

B. Instructional Materials: software (ie: student licensing software)

ITEM DESCRIPTION	CTE COURSE	VENDOR <small>(quote must be included)</small>	TOTAL COST

C. Non-Consumables: technology equipment (do not include student desktops), furniture, annual maintenance, chemical disposal fees, facility inspections, and capital outlay. Capital Outlay is defined as a single item that costs more than \$5,000.

Quotes are required on all items in this section except if specified otherwise.

ITEM DESCRIPTION	CTE COURSE	VENDOR (quote must be included)	QTY	TOTAL COST

- D. Training and/or Staff Development: Summer State Conferences, Region I, or training that supports teacher preparation for dual enrollment of district approved student licenses or certificates. It is highly recommended that CTE staff attend at least one industry based training at least once every two years for the exception of Business Teachers. Business Teachers will be asked to attend at least one summer conference every three years.**

Listing the training does not guarantee that the training or conference will be approved.

NAME OF TRAINING	DATES	LOCATION	PURPOSE (ALIGN TO CTE TEKS AND/OR LICENSE/CERTIFICATION)

Vision: McAllen ISD Career Technical Education students are equipped with 21st Century skills that prepare them academically, socially, and emotionally for a highly competitive global economy and are inspired to be lifelong learners that contribute to workforce and community.

Mission: The mission of the McAllen ISD Career Technical Education Department is to cultivate potential in ALL students by integrating rigorous academic instruction and leadership development with relevant career-readiness skills that lead to high wage, in-demand career and post-secondary opportunities.