

DEFINITIONS**BOARD**

The Kentucky Technical (KY Tech) Education Personnel Board established in KRS 156.840.

CERTIFIED EMPLOYEES

Those employees who fill school or educational assignments requiring the issuance of a certificate and are subject to personnel administration under KRS 156.800 to 156.860. These employees are subject to personnel administration under KRS Chapter 156.

CLASSIFIED POSITION

A position status as merit system employees under the provisions of KRS Chapter 18A, which is under the jurisdiction of the State Personnel Cabinet and Personnel Board. Typical examples of the type of employee within the Department for Technical Education who is included in the category of KRS Chapter 18A classified position are secretaries and maintenance workers.

CONTINUING EDUCATION INSTRUCTOR

A P-1 instructor hired on an hourly basis.

DUAL EMPLOYMENT POSITION

Employees serving in two (2) positions authorized by the Associate Commissioner of Career and Technical Education. An example of need for this position is when an employee is requested to teach a class for industry that is separate from his normal work day duties. Dual employment is limited to 420 hours per school year.

EMPLOYMENT LIST - 156

A list of qualified applicants eligible for employment, generated as a result of a request in connection with the filling of a 156 position.

EQUIVALENT EMPLOYEES

Those employees with educational backgrounds similar to certified personnel in the administration and conduct of educationally related services. These employees are subject to personnel administration under KRS Chapter 156.

INCREMENTS (ANNUAL)

The annual pay increase. The amount is allocated by the Legislature.

Dates

July 1 of each year, regardless of hire date.

156

18A

12 months following the end of initial probationary period

INTERNAL MOBILITY SYSTEM

Current state employees (18A) interested in changing positions or being promoted may be placed in the Internal Mobility System by qualifying for the position. Additional information is available on the internet at:

<https://sjobs.brassring.com/TGWebHost/home.aspx?partnerid=20101&siteid=5031>

DEFINITIONS**P-1 EMPLOYEES**

Employees that are hired through the 18A or 156 personnel system through Frankfort and have a Request for Personnel Position Action (P-1) generated as acknowledgement of their appointment.

PROBATIONARY PERIOD

All new employees serve a probationary period. An employee who does not satisfactorily complete the initial probationary period shall not be eligible for reemployment in that job classification.

<i>KRS 156/KRS 158</i>	First 12 Months -- Initial Probation
	Following 36 Months -- Limited Status
	Beginning the 5th Year -- Continuing Status
<i>18A</i>	First six (6) Months -- Probation

QUARTER

As it relates to payroll/personnel, a quarter is a three month period that falls in conjunction with the fiscal year and pay earned.

Quarter definitions are as follows (pay periods earned):

December 16 – March 15	March 16 – June 15
June 16 - September 15	September 16 - December 15

RANKED HOURLY INSTRUCTOR

Hourly instructors working less than 100 hours per month, and usually have a current teaching certificate.

REGISTER -18A

An official list of eligible applicants for a particular class maintained for use in making appointments or promotions to positions in the 18A classified services.

STATEMENT OF ELIGIBILITY - TYPES

- Statement issued as a result of someone successfully completing a specific course of study at a College or University and completing student teaching.
- Statement issued as a result of someone successfully completing the appropriate Teacher Testing process.

DEFINITIONS**STUDENT LABOR**

Students can be hired as a Non P-1 person for clerical, secretarial, maintenance, etc., which is not limited to the 75 hour rule as with similar titles in Non P-1. However, students cannot work when they are supposed to be in class.

TEACHER TESTING

All of Kentucky's new (full-time) teachers who do not have a current teaching certificate or Statement of Eligibility, must successfully complete the Teacher Testing Program. The testing process may include one or both of two (2) areas:

1. Compass/PRAXIS I
2. NOCTI/National Occupational Competency Testing Institute

TEMPORARY POSITIONS (156 ONLY)

Position that is established for a definite period of time of nine (9) months or less during a 12 month period. A letter is required justifying the need and stating the period of time the position is needed.

ACRONYMS RELEVANT TO TECHNICAL EDUCATION PROGRAMS

A - B	
A+ Certification	(Person has a broad knowledge and competency in core hardware and operating system technologies)
ABC	Associated Builders and Contractors
ABE	Adult Basic Education
ACT	American College Test
ADAAG	Americans with Disabilities Act Accessibility Guidelines
ADD	Area Development District
ADDA	American Design Drafting Association
AGC	Associated General Contractors
ARC	Admissions and Release Committee (IEP meeting)
ASE	Automotive Service Excellence
ASMS	Automated School Management System
ATC	Area Technology Center
AWS	American Welding Society
AYES	Automotive Youth Educational Systems
B&I	Business and Industry
BGABO	Bowling Green Administrative Business Office
BOB	Beginning of Business (personnel)
BSSC	Bluegrass State Skills Corporation

DEFINITIONS

<i>C - D</i>	
CAA	Community Action Agency
CAD	Computer Aided Drafting
CAM	Computer Aided Manufacturing
CARE	Commonwealth Access to Resources System
CBO	Community Based Organization
CC	Community College
CCNA	CISCO Certified Network Administrator
CDP	Career Development Portfolio
CEAK	Cooperative Education Association of Kentucky
CEU	Continuing Education Unit
CIDS	Career Information Delivery System
CIP	Classification of Instructional Programs
CNA	Certified Nursing Assistant
COB	Close of Business (personnel)
COE	Commission on Occupational Education
Comp TIA	Computing Technology Industry Association
Completer	A student who completes four courses in a sequence of courses leading to an occupation and graduates from high school. (Secondary Only)
Co-op	Cooperative Education
CTE	Career and Technical Education
CWE	Certified Welding Educator
CWEP	Community Work Experience Program
CWI	Certified Welding Instructor
CWSP	College Work-Study Program
DCIP	District Continuous Improvement Plan
DECA	Distribution Education Clubs of America
DES	Department for Employment Services
DIS	Department of Information Systems
DOT	Dictionary of Occupational Titles
DSI	Department for Social Insurance
DSS	Department for Social Services
DVR	Department for Vocational Rehabilitation
<i>E - F</i>	
EDC	Economic Development Cabinet
EEO	Equal Employment Opportunity
EILA	Effective Instructional Leadership Act

DEFINITIONS

EILTP	Effective Instructional Leadership Training Program
EKCEP	Eastern Kentucky Concentrated Employment Program
EKN	Employ Kentucky Network
EP	Exploratory Program
ESAR	Electronic Student Aid Data
ESL	English as a Second Language
FAA	Financial Aid Administrator
FBLA	Future Business Leaders of America
FFA	FFA
FCCLA	Family Career and Community Leaders of America (formerly Future Homemakers of America)
FFY	Federal Fiscal Year
FWS	Federal Work Study
FY	Fiscal Year
<i>G - H</i>	
GED	General Educational Diploma
GPA	Grade Point Average
GSC	Governmental Services Center
HOSA	Health Occupations Students of America
HSTW	High Schools That Work
HVAC	Heating, Ventilation and Air Conditioning
<i>I - J</i>	
ICP	Individual Career Plan
IEP	Individual Education Plan
ILP	Individual Learning Plan
ILRSP	Independent Living Rehabilitation Services Program
IT	Information Technology
JATC	Joint Apprenticeship and Training Committee
JOBS	Job Opportunities and Basic Skills
<i>K - L</i>	
KACTE	Kentucky Association for Career and Technical Education (Formerly Kentucky Vocational Association - KVA)
KAR	Kentucky Administrative Regulations
KASFAA	Kentucky Association of Student Financial Aid Administration
KATEA	Kentucky Applied Technology Education Association
KATS	Kentucky Assistive Technology Center
KCA	Kentucky Counseling Association
KCTCS	Kentucky Community and Technical College System

DEFINITIONS

KDE	Kentucky Department of Education
KEA	Kentucky Education Association
KERA	Kentucky Education Reform Act
KETS	Kentucky Education Technology System
KHEAA	Kentucky Higher Education Assistance Authority
KIDC	Kentucky Industrial Development Council
KLTI	Kentucky Leadership Training Institute
KNAT	Kentucky Medical Nurse Aide Testing
KOICC	Kentucky Occupational Information Coordinating Committee
KOSSA	Kentucky Occupational Skill Standards Assessment
KRS	Kentucky Revised Statutes
KTIP	Kentucky Teacher Internship Program
KVAT	Kentucky Vocational Achievement Test
KY Tech	State Operated Area Technology Centers
LD	Learning Disabilities
LEA	Local Education Agency
LEP	Limited English Proficiency
LGDEF	Local Government Economic Development Fund
LLMA	Local Labor Market Areas
LRC	Legislative Research Commission
<i>M - N</i>	
MARS	Management Administrative and Reporting System – Now EMARS
MIS	Management Information System
MNA	Medicaid Nurse Aide
MOA	Memorandum of Agreement
MOS	Microsoft Office Specialist
NAHOT	National Association of Health Occupation Teachers
NASDCTE	National Association for State Directors of Career and Technical Education (Formerly NASDVE - National Association for State Directors of Vocational Education)
NATEF	National Automotive Technicians Education Foundation
NATFACS	National Association of Teachers of Family and Consumer Sciences
NBEA	National Business Education Association
NCCER	National Center for Construction Education and Research
NCES	National Center for Research in Vocational Education
NEW	Nontraditional Employment for Women Act

DEFINITIONS

NIE	National Institute for Education
NIMS	National Institute for Metalworking Skills, Inc.
NNCCVE	National Network for Curriculum Coordination in Vocational Education
NOCTI	National Occupational Competency Testing Institute
NP	Nontraditional programs--occupations that employ less than 25% of one gender
NPI	New Principals' Institute
NTE	National Teachers Examination
NTI	New Teachers Institute
NVATA	National Vocational Agriculture Teacher Association
<i>O – P</i>	
O*Net	Occupational Information Network
OC	Occupational Classification
OCTE	Office of Career and Technical Education
OEA	Office of Education Accountability
OEOD	Office for Employee and Organizational Development in the Personnel Cabinet
OPM	Office of Policy and Management
OSHA	US Occupational Safety and Health Administration
PEBSCO	Kentucky Public Employees Deferred Compensation System
PGP	Professional Growth Plan
PIC	Private Industry Council
PIP	Program Improvement Plan
PL	Public Law
PCT	Price Contract
PPE	Pay Period Ending
PT	Part-time Employment
PTR	Pupil Teacher Ratio
PY	Program Year
<i>Q - R</i>	
RFP	Request for Proposals
<i>S - T</i>	
SACS	Southern Association of Colleges and Schools; AdvanceEd
SACSCASI	Southern Association of Colleges and Schools Kentucky Council on Accreditation and School Improvement
SAGE	System for Assessment and Group Evaluation
SAR	Student Aid Report
SAS	Simplified Access to Commonwealth Services
SAT	Scholastic Assessment Test

DEFINITIONS

SCIP	School Continuous Improvement Plan
SEA	State Education Agency
SEEK	Support Education Excellence in Kentucky
SEOG	Supplemental Educational Opportunity Grant
SFAS	Student Financial Aid Specialist
SISI	Standards and Indications for School Improvement
SJTCC	State Job Training Coordinating Council
SkillsUSA	(VICA) Vocational Industrial Clubs of America
SREB	Southern Region Educational Board
STC	School to Career (State funded)
STEP	Special Training Education Proficiency –Exam
STI	Software Technology Inc
TABE	Test of Adult Basic Education
TEDS	Technical Education Data System
TSA	Technology Student Association
U - V	
VEP	Vocational Exploratory Program
V-TECS	Vocational Technical Education Consortium of States
VICA	Vocational Industrial Clubs of America (SkillsUSA VICA)
VTE/UCC	Vocational Technical Education/University Coordinating Committee
W-X-Y-Z	
WIA	Workforce Investment Act
WIB	Workforce Investment Board
WISAR	Warehouse Initiative for Simplified Access Data Reporting
YFA	Young Farmer Association

REFERENCES:

KRS 151A
KRS 18A
KRS 156.800
KRS 156.840

Adopted/Amended:
Order #:

Kentucky TECH Guiding Principles

Kentucky TECH refers to the system of secondary technical education programs operated by the Office of Career and Technical Education (OCTE). The policies contained in this manual shall govern those area technology centers.

VISION

With high expectations and strong partnerships, Kentucky TECH will actively engage all students in the mastery of academic and technical skills needed to be ready for college and a career.

MISSION

The mission of career and technical education is to assist schools in providing students with skills necessary for a successful transition to postsecondary education or work and a desire for life-long learning in a global society.

PURPOSE

Career and technical education is an essential component of the high school curriculum. For many students, it represents as much as a third of their high school experience. It is a critical component in meeting the needs of students in academic achievement, career exploration, career preparation, and leadership development. Successful transition to postsecondary education, work, or the military is one of the goals of Kentucky's educational system. The percentage of students making a successful transition is a component of the high school accountability index.

BELIEFS

- Students learn best when they are actively engaged in the learning process.
- Students learn best when our staff maintains high expectations for learning.
- Students are motivated to learn when classroom instruction is related to real-world applications.
- All students in our school need to have an equal opportunity to learn.
- A safe and physically comfortable environment promotes student learning.
- Students learn best when instruction incorporates both academic and technical skills.
- Effective school leaders engage in practices that support the ongoing improvement of teaching and student performance.
- Teachers, administrators, parents and the community share the responsibility for helping students learn.

NOTICE OF NONDISCRIMINATION

The Office of Career and Technical Education does not discriminate on the basis of race, color, national origin, sex, genetic information, religion, age, or disability in educational services and/or employment.

The Office of Career and Technical Education does not discriminate on the basis of race, color, national origin, sex, genetic information, disability, age, marital status, or religion in admission to educational programs, activities, and employment practices in accordance with Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 (revised 1992), and the Americans with Disabilities Act and shall provide, upon request by a qualified disabled individual, reasonable accommodations including auxiliary aids and services necessary to afford individuals with a disability an equal opportunity to participate.

Kentucky TECH Guiding Principles**NOTICE OF NONDISCRIMINATION (CONTINUED)**

A nondiscrimination policy statement must be printed on the following publications:

- Publications describing admissions policies
- Enrollment Applications
- Employment Applications
- Student Handbooks
- Staff Handbooks
- Student Code of Conduct
- Program Catalogs
- Student Publications
- Program Brochures
- Letterhead
- Newsletters
- Other circulated publications

The following statement is to be used on **multi-page** publications:

“The **(name of agency, school, office, etc.)** does not discriminate on the basis of race, color, national origin, sex, genetic information, disability, age, marital status and religion in admission to educational programs, activities, and employment practices in accordance with Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 (revised 1992), and the Americans with Disabilities Act and shall provide upon request by a qualified disabled individual, reasonable accommodations including auxiliary aids and service necessary to afford individuals with a disability an equal opportunity to participate. For more information, contact **(name of the appointed person(s) serving as the coordinator(s) at the (name of agency, school, office, etc., work address and telephone number).**”

Single page publications such as program flyers, letterhead, newsletters, memoranda, etc., may use the following statement:

“EQUAL EDUCATION AND EMPLOYMENT OPPORTUNITIES M/F/D”

ADA requires printed materials to be available in different formats.

YEARLY CLASSIFIED NEWSPAPER ADVERTISEMENT

The guidelines for elimination of discrimination and denial of services on the basis of race, color, national origin, sex, genetic information, and disability in vocational education programs require recipients of federal funds to notify students, parents, employees, and the general public that all vocational education programs, services, activities and employment are available without regards to race, color, national origin, sex or disability. Prior to the beginning of each school year (between July and September), each institution must publish a classified advertisement in a well-circulated newspaper in the service area of the institution. Regulations require that each institution affirm their nondiscrimination policy statement and identify their EEO Counselor's name, address, and telephone number. A brief summary of vocational programs and admission criteria should be included in the announcement.

An original newspaper advertisement identifying the source and date of publication must be submitted annually to the Office of Career and Technical Education to be included in the report to the Office for Civil Rights to document compliance with the regulation. An Equity-Discrimination Newspaper Advertisement Form will be sent to the schools annually.

Kentucky TECH Guiding Principles

REFERENCES:

780 KAR 2:010
Americans with Disabilities Act
Section 504 of the Rehabilitation Act of 1973
Title VI of the Civil Rights Act of 1964
42 U.S.C. 200e, Civil Rights Act of 1964, Title VII
20 U.S.C. 1681, Education Amendments of 1972, Title IX
Genetic Information Nondiscrimination Act of 2008
20 U.S.C. § 7905 (Boy Scouts of America Equal Access Act)

RELATED POLICIES:

03.113, 03.162
09.13, 09.42811

Adopted/Amended:
Order #:

Planning

The Annual Planning Guide for Principals:

1. Serves as a resource to assist principals in performing their job duties;
2. Identifies tasks that must be completed on a monthly basis; and
3. Serves as a quick reference for responsibilities identified in the Kentucky TECH policies manual.

The Annual Planning Guide for Teachers:

1. Serves as a resource to assist teachers in performing their job duties;
2. Is designed so that teachers will know when specific tasks are to be completed; and
3. Cross-references activities that will help the teacher meet the requirements of program assessment.

Adopted/Amended:
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Kentucky TECH Policies and Procedures

The Kentucky Board of Education has adopted policies for the implementation of administrative regulations that apply to technical education programs operated by the Office of Career and Technical Education, Kentucky Department of Education.

UPDATING

Such policies shall be kept up-to-date by filing amendments thereto and shall be public records.

Proposed amendments to policies shall be referred to the Associate Commissioner of Career and Technical Education at the Kentucky Department of Education.

ACCESS TO POLICIES

Policies are accessible online at this address:

<http://policy.ksba.org/O06/>

POLICIES ARE BINDING

All policies are binding on employees and students in schools operated by the Office of Career and Technical Education. Employees and students who fail to comply with policies may be subject to disciplinary action.

REFERENCES:

KRS Chapter 18A
KRS 156.800 to 156.860
780 KAR 1:010 - 780 KAR 7:070

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