

## Monthly Task List for Specialist Meetings



TASK	LOCATION
<b><i>August</i></b>	
Check FTEs	
Schedule meetings for SCROP with NEW ROP teachers	
Edit previous year schedule and mark up with changes (classes, days, and times)	
Inventory enrollment forms, get needed from SCROP	
Enrollment forms	
Check forms before submitting to SCROP	
Examine budget and review past purchases. Then adjust individual budgets.	
Complete personnel changes form when doing enrollments	
Install Socrates on teacher pc's	
New roster and class info to website contact	
<b><i>September</i></b>	
At ROP teacher meetings: Schedule at "Good" time/day Introduce personnel Review Socrates Review purchasing process Review Advisory Meeting procedures/Teacher handbook CAROCP Membership	
Distribute first attendance disks (after enrollments are processed)	
Pick up marketing/promotional materials from SCROP	
Remind teachers of Advisory meeting obligations	
Under Age 16 Student Waivers	
Review plans for Career Fairs	
Visit classes	
<b><i>October</i></b>	
"Fixes" for enrollment issues for 2 <sup>nd</sup> semester	
Verify attendance process/procedures, train instructors	
Follow-up on advisory meetings	
Career Faire including ROP	
Follow-up on teacher credentials	
Inventory lists to Nancy	
<b><i>November</i></b>	
Review ADA reports for actuals and projection by class	
Distribute competencies for semester classes	
Advisory meeting reminders to all teachers	
Distribute 2 <sup>nd</sup> semester Gavilan Schedule	
Counselor orientations	
Add Capital outlay requests (if dollars are available)	
Secure first quarter grades for off-campus students	

<b>December</b>	
Recruiting for fall (Gavilan 2 <sup>nd</sup> semester)	
Continue Advisory Committee planning	
Review course descriptions for catalogs	
Discuss any new courses for next year	
Select SCCOE Student of the Year	
<b>January</b>	
Begin planning for recruiting	
Review plans for career fairs	
2 <sup>nd</sup> semester enrollments	
Follow-up on competencies for 1 <sup>st</sup> semester classes	
Teacher meetings	
Discuss CAROCP Conference and Scholarship	
<b>February</b>	
Begin marketing for next year (Obtain ROP materials)	
Visit classes	
Distribute publications	
Lunchtime promos/ROP videos	
Complete 2 <sup>nd</sup> semester enrollments	
Budget reminders	
Bridgestone Scholarship	
<b>March</b>	
Advisory committee reminders	
Closing of budgets	
Art Calendar requests	
<b>April</b>	
Competency Disk distribution	
Submit student art for calendar	
Advisory meeting final reminder	
Local trade show attendance	
<b>May</b>	
Project classes for next year	
Return Competency Disks	
Student art submission	
Distribute Certificates	
Confirm dates for next year's Teacher Meetings	
Submit following year school calendar	
Follow-Up Survey	
<b>June</b>	
Luncheon	
Final attendance	