## Education & Training Cluster

### Cluster Knowledge and Skills (CTE standards)

<table>
<thead>
<tr>
<th>CCTC</th>
<th>Code Number</th>
<th>KS Statement</th>
<th>ED 01</th>
<th>ED 02</th>
<th>ED 03</th>
<th>ED 04</th>
<th>ED 05</th>
<th>ED 06</th>
<th>ED 07</th>
<th>ED 08</th>
<th>ED 09</th>
<th>ED 10</th>
</tr>
</thead>
<tbody>
<tr>
<td>ED</td>
<td>01</td>
<td>ED01 Apply communication skills with students, parents and other groups to</td>
<td><strong>X</strong></td>
<td><strong>X</strong></td>
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<td>enhance learning and a commitment to learning.</td>
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<tr>
<td>ED</td>
<td>02</td>
<td>ED02 Demonstrate effective oral, written and multimedia communication in</td>
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<td></td>
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<td>multiple formats and contexts.</td>
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<tr>
<td>ED</td>
<td>03</td>
<td>ED03 Use critical thinking to process educational communications,</td>
<td><strong>X</strong></td>
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<td>perspectives, policies and/or procedures.</td>
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<tr>
<td>ED</td>
<td>04</td>
<td>ED04 Evaluate and manage risks to safety, health and the environment in</td>
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<td><strong>X</strong></td>
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<td>education and training settings.</td>
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<tr>
<td>ED</td>
<td>05</td>
<td>ED05 Demonstrate group collaboration skills to enhance professional</td>
<td></td>
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<td><strong>X</strong></td>
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<tr>
<td>ED</td>
<td>06</td>
<td>ED06 Analyze ethical and legal policies of professional education and</td>
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<tr>
<td>ED</td>
<td>07</td>
<td>ED07 Explain legal rights that apply to individuals and practitioners within</td>
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<tr>
<td>ED</td>
<td>08</td>
<td>ED08 Demonstrate ethical and legal behavior within and outside of education</td>
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<tr>
<td>ED</td>
<td>09</td>
<td>ED09 Describe state-specific professional development requirements to</td>
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<tr>
<td></td>
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<td>maintain employment and to advance in an education and training career.</td>
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<tr>
<td>ED</td>
<td>10</td>
<td>ED10 Apply organizational skills and logic to enhance professional education</td>
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<td>and training practice.</td>
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</tbody>
</table>

**2017**
| ED 11 | ED11 | Demonstrate group management skills that enhance professional education and training practice. |   | x | x |   |
## Administration & Administrative Support Focus Area

### Skills-to-Course Matrix

**Focus Area** Knowledge and Skills (CTE standards)

<table>
<thead>
<tr>
<th>CCTC</th>
<th>Code Number</th>
<th>KS Statement</th>
<th>Course 1</th>
<th>Course 2</th>
<th>Course 3</th>
<th>Course 4</th>
<th>Course 5</th>
<th>Course 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>ED-ADM 1</td>
<td>EDAD01</td>
<td>Use research-based practices to develop, communicate and enlist support for a vision of success for all learners.</td>
<td>TSA?</td>
<td>TSA?</td>
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<td>TSA?</td>
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<tr>
<td>ED-ADM 2</td>
<td>EDAD02</td>
<td>Identify behaviors necessary for developing and sustaining a positive learning culture.</td>
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<tr>
<td>ED-ADM 3</td>
<td>EDAD03</td>
<td>Create instructional programs to meet the learning organization's objectives.</td>
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<tr>
<td>ED-ADM 4</td>
<td>EDAD04</td>
<td>Identify instructional practices that meet the learning organization's objectives.</td>
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<tr>
<td>ED-ADM 5</td>
<td>EDAD05</td>
<td>Model leadership skills for personnel in order to improve the performance of the learning organization.</td>
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<tr>
<td>ED-ADM 6</td>
<td>EDAD06</td>
<td>Identify operations to meet the learning organization's objectives.</td>
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<tr>
<td>ED-ADM 7</td>
<td>EDAD07</td>
<td>Plan strategically to meet the learning organization's objectives.</td>
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<tr>
<td>ED-ADM 8</td>
<td>EDAD08</td>
<td>Apply internal and external resources to meet the learning organization's objectives and learner needs.</td>
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<tr>
<td>ED-ADM 9</td>
<td>EDAD09</td>
<td>Describe advocacy strategies to promote the learning organization's needs.</td>
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</tbody>
</table>

### Instructions:
1. Enter your high school name above.
2. Enter the community college name.
3. Enter the Program of Study name.
4. Enter the date.
5. Click on Course 1, Course 2, etc. below and replace with your POS course names (or numbers).
6. Check those courses that trigger the TSA for this POS.
7. Finally, check those standards that are taught with intent and purpose, and are assessed in each course.
Skills-to-Course Matrix

**Focus Area** Knowledge and Skills (CTE standards)

<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>ED-PS 1</td>
<td>EDPS01</td>
<td>Identify strategies, techniques and tools used to determine the needs of diverse learners.</td>
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<tr>
<td>ED-PS 2</td>
<td>EDPS02</td>
<td>Implement methods to enhance learner success.</td>
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<tr>
<td>ED-PS 3</td>
<td>EDPS03</td>
<td>Identify resources and support services to meet learners' needs.</td>
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<tr>
<td>ED-PS 4</td>
<td>EDPS04</td>
<td>Identify resources and support services available in the learning organization to enhance the learning environment.</td>
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</tbody>
</table>
### Teaching & Training Focus Area

**Skills-to-Course Matrix**

**Focus Area** Knowledge and Skills (CTE standards)

<table>
<thead>
<tr>
<th>Course</th>
<th>Knowledge and Skills (CTE standards)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CCTC</strong></td>
<td><strong>Code Number</strong></td>
</tr>
<tr>
<td>ED-TT 01</td>
<td>EDTT01</td>
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<tr>
<td>ED-TT 02</td>
<td>ERX02</td>
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<td>ED-TT 03</td>
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<td>ED-TT 04</td>
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<tr>
<td>ED-TT 11</td>
<td>EDTT11</td>
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</table>

**Instructions:**
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2. Enter the community college name.
3. Enter the Program of Study name.
4. Enter the date.
5. Click on Course 1, Course 2, etc. below and replace with your POS course names (or numbers).
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7. Finally, check those standards that are taught with intent and purpose, and are assessed in each course.
**Early Learning Focus Area**

**Focus Area Knowledge and Skills (CTE standards)**

<table>
<thead>
<tr>
<th>CCTC</th>
<th>Code Number</th>
<th>KS Statement</th>
<th>Child Dev 1</th>
<th>Child Dev 2</th>
<th>Child Dev 3</th>
<th>Cadet Teach</th>
<th>Course 5</th>
<th>Course 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>ED-EL 1</td>
<td>EDEL01</td>
<td>Demonstrate communication techniques with children to facilitate ongoing development and enhance learning.</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>ED-EL 2</td>
<td>EDEL02</td>
<td>Communicate effectively with fellow staff members to facilitate child development activities.</td>
<td>X</td>
<td>X</td>
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<tr>
<td>ED-EL 3</td>
<td>EDEL03</td>
<td>Maintain working knowledge of child development licensing and certification organizations to keep abreast of current procedures and changes.</td>
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<td>X</td>
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<tr>
<td>ED-EL 4</td>
<td>EDEL04</td>
<td>Create and maintain relationships between staff and parents/family members to encourage involvement and facilitate child development and learning.</td>
<td>X</td>
<td>X</td>
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<tr>
<td>ED-EL 5</td>
<td>EDEL05</td>
<td>Evaluate safety and sanitation procedures associated with the early childhood education environment to assure compliance and prevent potential hazards.</td>
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<tr>
<td>ED-EL 6</td>
<td>EDEL06</td>
<td>Adhere to ethical and legal responsibilities, laws and regulations to protect children and families.</td>
<td>X</td>
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<tr>
<td>ED-EL 7</td>
<td>EDEL07</td>
<td>Apply principles of child growth and development, including social, emotional, physical and cognitive milestones, to provide comprehensive program offerings.</td>
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<td>X</td>
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<tr>
<td>ED-EL 8</td>
<td>EDEL08</td>
<td>Evaluate curriculum for inclusiveness of children with special needs.</td>
<td>X</td>
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