SAISD

SAN ANTONIO ISD
P-TECH
SUPPORT
TEACHER
PLAYBOOK

Pathways in Technology
Early College High School

COLLEGE
& CAREER
Starts Here

P-TECH Contacts

EDISON P-TECH SCHOOL OF BUSINESS
701 Santa Monica, San Antonio, TX 78212
www.saisd.net/edisonhs

Coordinator: David Garcia

- 210-738-9720 ext. 33037
- dgarcia8@saisd.net
- @EdisonPTECH
- @EdisonPTECH (Instagram)
- @EdisonPTECH (Facebook)

PATHWAYS IN HEALTHCARE TECHNOLOGY EARLY COLLEGE HIGH SCHOOL; H-TECH AT FOX TECH
637 N. Main Ave., San Antonio, TX 78205
www.saisd.net/foxtechhs

Coordinator: Lynn Hernandez

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- ehernandez28@saisd.net
- @Fox_Tech_HS
- @FoxTechHS

HIGHLANDS P-TECH
3118 Elgin Ave., San Antonio, TX 78210
www.saisd.net/highlandshs

Coordinator: Michelle Garcia

- 210-438-6800 ext. 35072
- mbowman1@saisd.net
- @STEMHHS
- @stem_owls
- @STEM Owls Highlands HS

CONSTRUCTION SCIENCE P-TECH AT SIDNEY LANIER HIGH SCHOOL
1514 W. Cesar E. Chavez Blvd., San Antonio, TX 78207
www.saisd.net/lanierhs

Coordinator: Shelby Parker

- 210-978-7910 ext. 38086
- sparker1@saisd.net
- @SAISDLanier
- @SAISD_CSPTECH
- @ConstructionSciencePTECH

CYBER P-TECH USA AT SAM HOUSTON HIGH SCHOOL
4635 E. Houston St., San Antonio, TX 78220
www.saisd.net/samhoustonhs

Coordinator: Kaye Robinson

- 210-978-7900 ext. 36504
- krobinson1@saisd.net
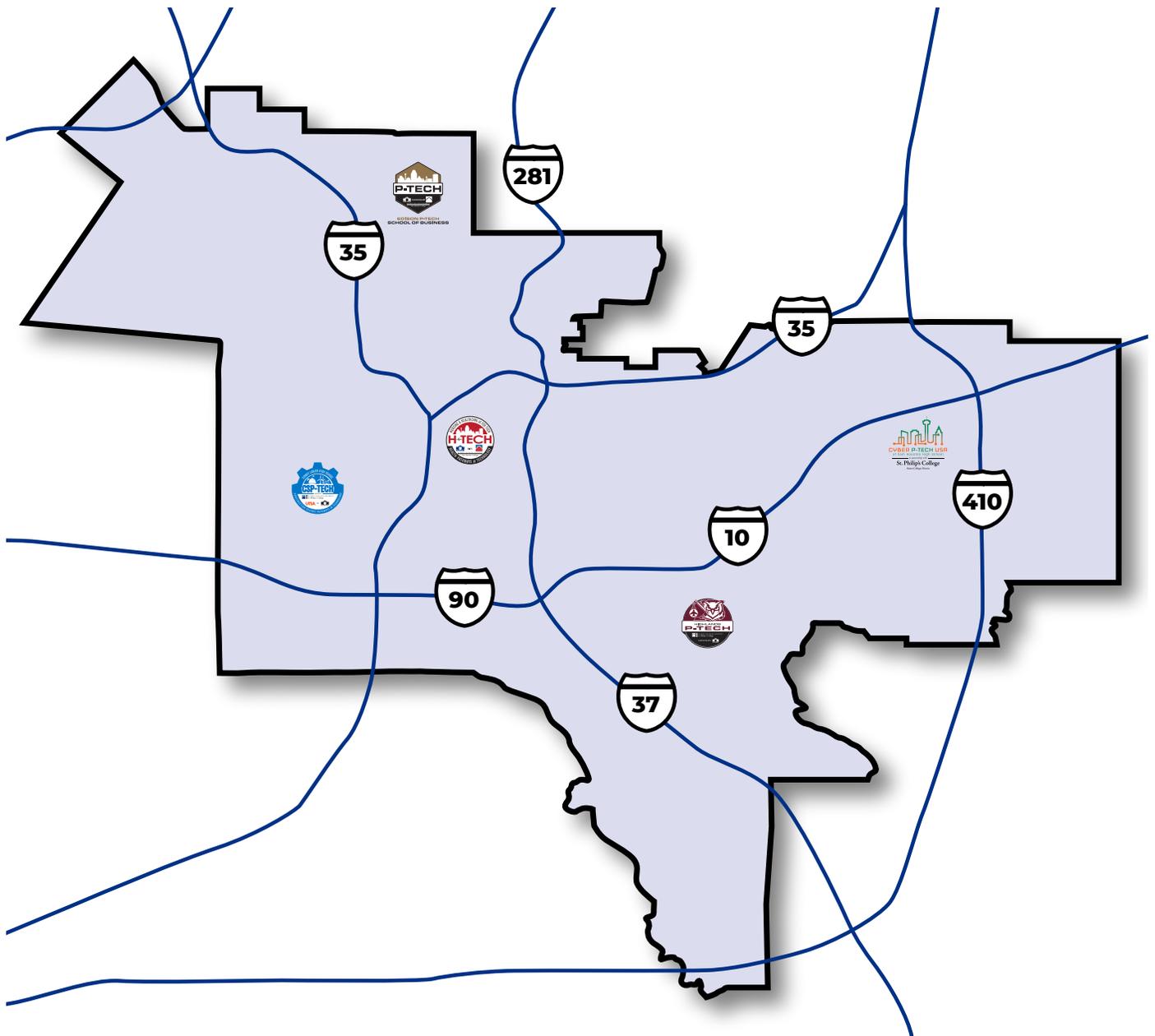- @saisdcyberptech
- @SamHoustonHSSAISD

P-TECH Campus Locations

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SAISD Vision, Values, and Beliefs

SAISD MISSION

To transform SAISD into a national model urban school district where every child graduates and is educated so that he or she is prepared to be a contributing member of the community.

SAISD VISION

Our primary purpose of improving lives through a quality education is driven by an unrelenting determination to graduate all of our students and prepare them for success in college, career, or military. Our ideology is reflected in our fundamental beliefs, commitments and core values that guide us in our daily practices.

SAISD CORE VALUES
- Student Centered
- High Expectations
- Commitment
- Passion
- Integrity
- Respect
- Teamwork

SAISD CORE BELIEFS
- Every student can learn and achieve at high levels.
- We are responsible for the education and safety of every student.
- We are responsible for the efficient and effective operation of the school system.
- Everyone should be treated with respect.
- People support what they help create.

College, Career, and Military Readiness Mission Statement (CCMR)
MISSION

Through a collaboration with post-secondary institutions, employers, educators, community and government leaders, we serve the San Antonio ISD community by providing students with a high level of preparedness for any post-secondary program beyond high school that leads to a credential (such as an industry license or certificate, associate's, or bachelor's degree), workforce and any branch of the military.

SAN ANTONIO INDEPENDENT SCHOOL DISTRICT | www.saisd.net

P-TECH Support Teacher:
Overview and Program Support

Primary Purpose

The P-TECH Support Teacher is a staff member that is enabled to support P-TECH students in effort for them to develop competencies and skills that will prepare them for success in higher education and careers. Coordinating with campus teachers and staff to continuously monitor and support P-TECH students in meeting the requirements of the program, and TEA blueprint, this support role will ensure students persist successfully. The P-TECH Support teacher will provide support for students with appropriate learning activities and experiences designed to fulfill their maximum potential for intellectual, emotional, physical, and social growth.

Program Support: Role, Responsibilities & Expectations

The P-TECH Support Teacher **role, responsibilities and expectations** will include several levels of program support. The P-TECH Support Teacher will:

- Build relationships with parents and students
- Track and monitor P-TECH student data and required documentation for TEA P-TECH blueprint compliance
- Supporting students in becoming college ready through TSIA,
- Assist students in successfully completing dual credit courses while finishing high school with academic success resources

Other duties that will sustain P-TECH programming that the P-TECH Support Teacher will be responsible for:

- Assist with class scheduling, monitoring grades and attendance in all courses
- Facilitate college courses (online and physical)
- Supervision of P-TECH students in the dual credit classrooms
- Foster relationships with college and industry partners

Below, please find the general role expectations for the P-TECH Support Teacher. These responsibilities and expectations are structured to ensure wrap-around academic and social support for all students and their families. *Pre-approval from the Assistant Superintendent of College, Career and Military Readiness is necessary for modification to any of the roles, responsibilities and expectations.* Holistically supporting P-TECH programming and students consists of the following and is not limited to:

- Attendance checks
- Progress monitoring
- Academic success interventions and support
- Academic advising
- Social and emotional learning support resources

Other program support to include duties identified below:

- Ensure project based learning environment and provide non-evaluative classroom support; use SAISD's selected coaching model to provide instructional feedback to teachers
- Monitor mentorship program engagement, project -based learning and identify workbased learning opportunities connected to curriculum
- Monitor HS and IHE P-TECH teacher engagement, collaboration and compliance with SAISD and IHE partner
- Build relationships with middle school counselors to ensure career exploration and interests are documented; assist P-TECH Coordinator with recruitment initiatives
- Assist P-TECH Coordinator with monitoring and tracking student data connected to industry based certification attainment

The P-TECH Support teacher will assist the P-TECH Coordinator with ensuring duties and responsibilities for Dual Credit HS Teachers and Adjunct/College Professors are effectively preparing students for academic success. In a non-evaluative capacity, the P-TECH Support Teacher will assist the Dual Credit HS Faculty and Adjunct/College Professors by:

- Ensuring dual credit rosters are correct each semester
- Co-collaborating with dual credit teacher to inform students of non-successful grade so that student has the opportunity to withdraw from the dual credit course without penalty
- Ensuring timely posting of assignments and deadlines
- Identifying to students and families when teachers are offering tutoring/office hours for student questions

Outcome Based Measures and Campus Designations

All P-TECH's are required to meet all the design elements for each blueprint benchmark annually. All P-TECH Schools are required to meet Outcomes-Based Measures (OBMs) on data indicators related to access, attainment, and achievement. OBMs will phase in for opening Provisional P-TECHs as the entering cohort of 9th graders advance through graduation. Upon the completion of the Provisional period, a campus must meet the

state's Designated OBM criteria. *See P-TECH Blueprints for outline of Outcome Based Measures.*

https://tea.texas.gov/sites/default/files/2020_P-TECH_Blueprint_2-13-20.pdf

Phase In	Year 0 Planning Year	Year 1	Year 2	Year 3	Year 4
N/A	Begin Intentional planning for OBMs	Intentional planning for OBMs	Intentional planning for OBMs	Intentional planning for OBMs	Intentional planning for OBMs
9th Grade		• 9th grade Access for At-risk • 9th grade Access for Eco Dis • 9th grade Algebra I EOC	• 9th grade Access for At-risk • 9th grade Access for Eco Dis	• 9th grade Access for At-risk • 9th grade Access for Eco Dis	• 9th grade Access for At-risk • 9th grade Access for Eco Dis
10th Grade			• Access for Eco Dis (grades 9-10)		
11th Grade				• Access for Eco Dis students (9-11) • English II EOC (grades 9-11) • Meet TSI criteria (SAT/ACT) TSIa) in ELAR and Math by end of 11th grade • Grade-grade persistence by sub group (cohort metric)	• English II EOC (grades 9-11) • Meet TSI criteria (SAT/ACT) TSIa) in ELAR and Math by end of 11th grade • Completing one college level course by end of 11th • Grade-grade persistence by sub group (cohort metric)
12th Grade					• Access for Eco Dis students (9-12) • Complete one dual credit course by graduation • Earning an industry certification by high school graduation • Earning postsecondary degree provided by an IHE by graduation • Earning a postsecondary degree OR postsecondary credential provided by an IHE OR an industry based certification by high school graduation (cohort metric) • Participate in a Work-Based Learning placement/course by graduation

P-TECH Support Teacher: Responsibility by Month

July
- Intercession and Bridge planning (based on approved Instructional Calendar)
- Parent forms compliance check
- Course selection and scheduling
- IHE Final Registration

August
- Welcome P-TECH students
- Academic Advising (1:1)
- Schoolinks profiles
- TSI Prep/tes
- Baseline numbers for TSI compliance established

September
- Grade Check
- WBL Activity monitoring C
  (Career Awareness activities)
- Parent Engagement
  (Information and resources about student success)
- TSI Prep/test
- Apply Texas assistance

October
- Grade Check/progress monitoring
- Open House
- MS Engagement
- WBL Activities
- TSI Prep/test
- OBM tracking from previous year
- Identify baseline TSI scores
- Apply Texas assistance

November
- Grade check
- WBL Activity monitoring
- Parent forms for IHE
- IHE Spring registration
- Apply Texas assistance
- Assist with Program Recruitment

December
- Grade check/progress monitoring
- Family Wellness check
- WBL activity monitoring
- Apply Texas assistance
- Parent check in
- Assist with Program Recruitment

January
- Intercession: CCMR week activities
- TSI prep/test
- WBL activities
- Grade check
- Degree audits
- Assist with Program Recruitment

February
- Grade check
- WBL Activity monitoring
- Apply Texas assistance
- Parent forms for IHE
- Assist with Enrollment offers

March
- Open House
- MS Engagement
- WBL Activities
- TSI Prep/test
- Mid Term Faculty Check in
- Assist with Enrollment offers

April
- Grade Check
- Open House
- MS Engagement
- WBL Activities
- TSI Prep/test
- Student packet/parent forms intake

May
- Rising cohort celebrations
- TSI prep/test
- Bridge planning
- YAG planning
- Recruitment planning
- Parent Engagement (info sessions)
- Student packet/parent forms intake
- New student induction

June
- Bridge planning
- HS diploma/Degree audits
- Assist with Enrollment offers
- Parent Engagement (info sessions)
- Student packet/parent forms intake

Intervention Planning

Progress Monitoring

Using research based instructional strategies helps ensure the educational performance of our students. Progress monitoring, at all levels, increases student achievement and growth. Parents, teachers, and administrators must use progress monitoring to support students in making informed educational decisions. The P-TECH Support Teacher will ensure progress monitoring is consistent, utilizing systems in place to guide decisions on grade-applicable learning interventions to achieve the outcome based measures for P-TECH programming.

Progress monitoring includes but is not limited to:

- ➢ SAISD Grading policy (Sharepoint):
    - 15 grades per semester must exist in teacher grade book
- ➢ Grade monitoring
    - 3 week grade checks
    - Midterm grade check
    - Withdrawal date grade review
- ➢ Data Review
    - Attendance
    - Internal Resource Utilization (PEIMS & Data, Post-Secondary Initiatives, etc.)
    - IHE partner reports

An **Individualized Success Plan (ISP)** must be developed, implemented, and monitored for dual credit students persisting through P-TECH programming by midterm of the student's first dual credit class. Students demonstrating non-mastery of course content at midterm grade check, will complete and implement an Individual Progress Plan prior to the IHE's last day to withdraw. The instructor must identify if the student has shown significant progress toward course completion to stay enrolled in the college level class prior to the withdrawal date deadline. Other intervention strategies include but are not limited to:

- Tutoring labs and other IHE partner resources
- Facilitation with assessment resources
- Traditional and non-traditional reinforcement of instruction

P-TECH Support Teacher will monitor assessment data for P-TECH students. The P-TECH Support Teacher and P-TECH Coordinator will collaborate with campus leaders and CIA directors to implement P-TECH instructional initiatives. P-TECH Support Teacher will work closely with students and parents to track student progress.

Student Enrichment and Intervention Groups

Through data analysis, P-TECH Support Teacher will identify student needs for reteach or extra practice opportunities. PST and P-TECH Coordinator will coordinate with the High School Programs office to develop flexible intervention groups and sessions. PST and PC will monitor the progress of these groups and adjust as necessary, ensuring that tutoring/intervention opportunities are tightly aligned to real-time student needs.

In the same manner that P-TECH Support Teachers will assist with organizing intervention groups for students, the counselor and PC will monitor grades for students who are ready for enrichment.

AVID

AVID, or Advancement Via Individual Determination, is designed to increase the number of students who enroll in and graduate from four-year colleges and universities. The AVID college readiness system accelerates student learning, uses research-based methods of effective instruction, provides meaningful and motivational professional learning, and acts as a catalyst for systemic reform and change. The system is credited with helping to turn students into confident, college-going scholars and graduates.

AVID's mission is to close the achievement gap by preparing all students for college readiness and success in a global society.

RESOURCES

San Antonio Independent School District (SAISD)	**https://www.saisd.net**
Texas Education Agency	**https://tea.texas.gov**
Texas Higher Education Coordinating Board	**https://www.highered.texas.gov/**
Alamo Colleges District	**https://www.alamo.edu**
UTSA	**https://www.utsa.edu**
TX College & Career Readiness School Models	**https://www.texasccrsm.org**

P-TECH Blueprint:
https://tea.texas.gov/sites/default/files/2020_P-TECH_Blueprint_2-13-20.pdf

TSIA 2.0 Blueprint
https://docs.google.com/document/d/14fzX61EcDKGUjGY5vsoiNgl3ZSV6aIos8fwQup
Puaxk/edit?usp=sharing

TSIA2 Learning Materials
https://tsia2.pearsonperspective.com/perspective/ - students can enter the learning
locator code for material specific to their needs. Else, everyone is able to click the
button "Enter Student Site" without a code and see all the learning materials.

Institutes of Higher Education Tutoring Resources

SPC:
https://www.alamo.edu/spc/academics/academic-resources/tutoring-centers/tutori
ng-and-technology-center/
SAC:
https://www.alamo.edu/sac/experience-sac/current-students/student-resource/tut
oring-centers/
UTSA:
https://www.utsa.edu/trcss/tutoring/

Appendix

Glossary of Terms
Dual Credit Handbook
CCMR Quick Guide
P-TECH Program Guide
Academic Advising Syllabus