

## ODCTE QUESTIONS

\*used in past visits. Your version may vary (but not much)

### **BUSINESS MANAGERS, ADMINISTRATIVE ASSISTANTS, MAINTENANCE/CUSTODIANS, TRANSPORTATION, SAFETY COORDINATOR, ETC.**

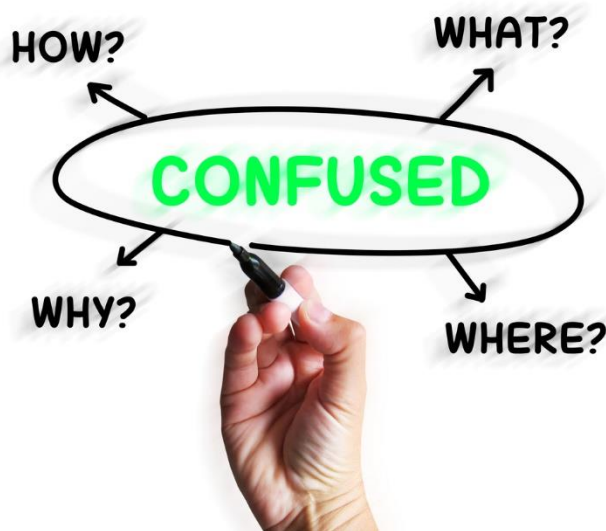
Picture this: A stranger wanders into your work area. That stranger is loaded down with check sheets and forms with lines on them. That stranger asks you if he or she can ask you some questions.

<Proceeds to read the question provided on the sheet>

You get confused. It is reasonable. We've seen the questions.

This Handy-Dandy Question Interpretation and Talking Points Handout is designed to know what they are asking and provide some talking points you may want to use in your answer.

As opposed to your brain doing this -



This document represents talking points that you may consider using.

Speak from your perspective in your job position.

There are no scripted answers.

Using this tip sheet is optional and is intended only as a guide to help you identify the relevant information in your particular program/employment area.

If you are asked a question and are not familiar with the answer, simply refer them to the person who generally handles that job.

**Support Staff**  
**Business Managers, Administrative Assistants, Maintenance/Custodians, Transportation, Safety Coordinator, etc.**

**Script Question:**

**How are procedures for regular performance evaluation and effectiveness of all administrative, faculty, and support employees including a feedback process for each employee accomplished?**

**What are they really asking?**

**How are you evaluated?**

**Some talking points:**

- TLE for those holding certificates from the Oklahoma State Department of Education
- Support Staff Evaluation Instrument (Most other staff)
- Annual Goals for Administrators
- Describe how you are evaluated and what feedback you get from the person who evaluates you.

**SCRIPT QUESTION:**

**How do you ensure competent and knowledgeable administration, staff, and faculty is selected, licensed, and qualified in their specific field?**

**What are they really asking?**

**Tell me about the hiring process and how you determine if an applicant is qualified.**

**Some talking points:**

- Qualifications are written into the job description
- All applicants selected for an interview meet the minimum criteria
- Instructional personnel must have the relevant work experience in their trade
- Years of experience/licensure
- Panel interview consisting of a minimum of three people
- Panel selects a candidate and makes a recommendation to the Superintendent
- Superintendent makes the recommendation to the Board of Education, which must approve all new hires.
- New development – all applications are online and no paper applications are accepted.

**SCRIPT QUESTION:**

**Are adequate records available identifying the professional development experiences of employees? (Examples: conferences, conventions, college courses, professional organization membership, in-services training, etc.)**

**What are they really asking?**

**How is professional development tracked?**

**Some talking points:**

- Professional Development Records are maintained for each employee
- Records are maintained in Instructional Services

- Points may be requested for conference attendance
- Requests for PD points are approved by the PD committee
- Surveys are conducted for PD delivered at GPTC

**SCRIPT QUESTION:**

**How does workplace preparedness ensure for emergencies or disasters?**

**What are they really asking?**

**Exactly what it says**

**Some talking points:**

- Emergency Management Guide
  - Distributed to every employee
  - Reviewed annually
- All required drills
- Emergency signage in each instructional area
- NFPA Placards over shops

**SCRIPT QUESTION:**

**How does the institution adequately support the needs of its employees in the areas of services, benefits, and policies?**

**What are they really asking?**

**Tell me about the benefits at GPTC.**

**Some talking points:**

- Health Insurance, dental insurance, vision insurance, life insurance, Accidental Death benefits, cancer and heart insurance policies, flexible benefit plans for health and dependent care.
- Tuition waivers for employees to take classes.
- Tuition reimbursement program for college expenses
- Tuition waiver agreement with Cameron University
- One hour per week to exercise on campus
- Employees are regularly updated on changes in benefits
- Benefits are reviewed annually and are listed in the Policies and Procedure Manual – Personnel Section (5)

**SCRIPT QUESTION:**

**How does the institution determine the factors that affect employee and student well-being and satisfaction and do they account for diverse workforce?**

**What are they really asking?**

**How does GPTC make sure its employees and students are satisfied with GPTC? How do they train in diversity?**

**Some talking points:**

- Diversity training annually for staff

- Both face-to-face and online
- Policies and Procedures in place to insure fair and equitable treatment
  - Compliance officers named for Civil Rights and Title IX issues
- Grievance policies in place for both students and employees
- Student feedback collected regularly
- Best Places to Work in Oklahoma survey conducted periodically

**SCRIPT QUESTION:**

Are adequate funds made available for purchasing and replacing equipment, tools, materials and supplies in accordance with the institution's planning objectives and acceptable business and industry practices to ensure safe, quality, and effective career and technology education?

What are they really asking?

How does GPTC insure you have the equipment and supplies necessary to be successful?

Some talking points:

- Every program and department has a budget that is reviewed annually
- Programs and BIS/ACD have advisory committees to validate equipment and recommend changes or additions
- GPTC maintains an annual capital plan to make sure the needs of the entire school are addressed
- Funds are available for emergency repair or replacement of equipment, materials, and supplies, if necessary
- GPTC uses Trends software to organize and manage purchasing and procedures are published in the Policies and Procedures manual.

**SCRIPTED QUESTION:**

Is there an instructional equipment inventory management plan for maintaining equipment and replacing or disposing of obsolete equipment in place?

What are they really asking?

How do you handle regular maintenance on equipment? How do you dispose of obsolete equipment?

Some talking points:

- Advisory Committees make recommendations about adding or disposing of equipment for programs.
- Regular evaluation by personnel using equipment – ongoing responsibility
- Professional maintenance contracts are in place for high-end equipment (Rad Tech lab, copiers, etc.)
- Computer replacement procedure in place in IT department
- IT department ensures computer equipment remains updated through automatic updating.

**SCRIPTED QUESTION:**

How does the institution insure that equipment and supplies meet appropriate safety requirements, that safety features are in place, and that safety instruction is planned, demonstrated, and practiced by all staff?

**What are they really asking?**

**Tell me about the safety program regarding personal and equipment safety at GPTC.**

**Some talking points:**

- Safety instruction is integrated into all programs
- Safety tests (students) must be passed with a 100%
- Online and face-to-face safety training for all staff
- Hazard assessments are conducted on all facilities and equipment by advisory committees or other qualified personnel
- Safety is a standard of practice for all instructional personnel
- Employability grades include the proper use of PPE in shops
- PPE usage is demonstrated by all staff members entering an area requiring PPE

**SCRIPTED QUESTION:**

**How does the institution ensure that physical facilities are adequately maintained for providing safe and quality instruction? How does the institution ensure that facilities are adequate to meet the needs of students with disabilities as well as providing for special needs?**

**What are they really asking?**

**Are the facilities in compliance the ADA regulations and how are those needs monitored?**

**Some talking points:**

- All buildings are ADA compliant with disability friendly entrances, ramps, bathrooms, and other accommodations (disability-friendly lab stations, etc.)
- Full time maintenance and custodial staff address cleanliness and structural integrity of each building.
  - Professional facilities maintenance/repair where needed (water abatement, smoke damage abatement/storm damage/etc.)
- Compliance officers for Civil Rights and Title IX are designated to address issues.
- Disabilities Coordinator is 100% dedicated to ensuring an environment that accommodates disabilities and special needs.
- Students have access to requests for accommodations, when necessary (504 Plan)
- Procedures are outlined in both the Student Handbook and the Policies and Procedures Manual.

**SCRIPTED QUESTION:**

**How does the institution ensure that instructional and non-instructional areas are adequate?**

**What are they really asking?**

**How does GPTC allocate work and instructional space that ensures it is adequate for its purpose?**

**Some talking points:**

- Training areas are determined by instructor-student ratios, student-equipment ratios, and size and complexity of equipment.
- Non-instructional areas (offices, storage, public meeting areas, etc) are designed to accommodate the size of each department with appropriate desk, computer, filing, and telephone equipment necessary to perform job functions.

- Specialized equipment is located in designated areas
  - Plotter (Communications and Marketing)
  - Bindery, lamination, and instructional aid makers (Instructional Support Services)
- Storage for permanent files, classroom supplies, and other materials is designated and used for its designated purpose.
- Storage for flammables, etc. is maintained in accordance with state and federal regulations.
- Advisory committees evaluate non-instructional areas of each program annually (office, storage, etc.)
- Employees evaluate non-instructional areas on an ongoing basis to insure they meet the needs of personnel to support the mission of GPTC.

**SCRIPTED QUESTION:**

**What is the institution's current information about staying within budget and budget growth?**

**What are they really asking?**

**How does GPTC inform you of its financial position?**

**Some talking points:**

- GPTC employees get regular updates on financial position through staff meetings and Soup's On activities.
- GPTC sets a goal annual to carry over the maximum amount of funds from year to year.
- Principle budget monitoring tools is Trends – each employee and/or department can access a real time report on expenditures and funds remaining in their budget on the GPTC networked computers.

**SCRIPTED QUESTION:**

**How does instructional planning provide sufficient opportunity for students to experience career and technology learning leading knowledge, skills and competencies need for employment and meeting the pre-determined needs of individual students?**

**What are they really asking?**

**What makes you feel confident your students are getting the proper training to enter the workforce or continue their education? How do you meet the needs of individual students who might require remediation or modifications?**

**Some talking points:**

- **Alignment of Course of Study to national or industry standards**
- **Course of Study approved by Advisory Committee**
- **Follow-up outcomes – employment, military, retention, continuing education**
- **Attainment of industry based certifications**
- **IEP/504 support from Disabilities Coordinator or other appropriate source**
- **Academic remediation through Academic Center**
- **BIS – Satisfaction of training agreement**
- **ACD – Student feedback surveys at the end of courses. Number of students continuing through multiple levels of a course or taking a series of courses.**

**SCRIPTED QUESTION:**

**What is the student learning tracking system for monitoring and documenting individual student progress? Does it accurately reflect student achievement during and at the end of the course?**

**What are they really asking?**

**What LMS do you use? Where do you store official grades? Do you feel the grades accurately reflect student progress?**

**Some talking points:**

- **If you use an LMS such as Schoology or Moodle, mention or demonstrate it.**
- **Sonis is used for permanent records and grades**
- **Student follow-up demonstrates success.**