**CTF Checklist for Teachers**

This checklist can be used for self-reflection when considering potential areas involved with the implementation of the CTF Program of Studies. Teachers can choose to use the complete checklist or specific parts depending on their needs as a CTF teacher.

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| **1.** **Students** | | | | |
| **Questions** | **Yes** | **Unsure** | **No** | **Thoughts, Comments, Evidence or**  **Required Support and Next Steps** |
| Are the learning needs and interests of students understood? |  |  |  |  |
| Will all students be accommodated during the CTF learning experiences? |  |  |  |  |
| Will students see themselves in the CTF learning experience? |  |  |  |  |
| Are students provided voice and choice in their learning experiences? |  |  |  |  |
| Are diverse learning opportunities provided for students? |  |  |  |  |
| Are students ready for CTF? |  |  |  |  |

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| **2. Teachers** | | | | |
| **Questions** | **Yes** | **Unsure** | **No** | **Thoughts, Comments, Evidence or**  **Required Support and Next Steps** |
| Have I had an opportunity to explore the [CTF Program of Studies](https://education.alberta.ca/media/3576047/final-ctf-program-of-studies-april-11-2017.pdf) and [program supports](https://education.alberta.ca/career-and-technology-foundations/program-supports/?searchMode=3)? |  |  |  |  |
| Have I identified the interests and [skill sets](https://education.alberta.ca/media/3114907/ctf-occupational-area-skills-knowledge-and-technologies-lists.pdf) that I can bring to a CTF class? |  |  |  |  |
| Am I aware of interests and [skill sets](https://education.alberta.ca/media/3114907/ctf-occupational-area-skills-knowledge-and-technologies-lists.pdf) that exist within the school that could support CTF? |  |  |  |  |
| Am I aware of interests and [skill sets](https://education.alberta.ca/media/3114907/ctf-occupational-area-skills-knowledge-and-technologies-lists.pdf) that exist outside of the school that could support CTF? |  |  |  |  |
| Am I ready for CTF? |  |  |  |  |

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| **3. School Leadership** | | | | |
| **Questions** | **Yes** | **Unsure** | **No** | **Thoughts, Comments, Evidence or**  **Required Support and Next Steps** |
| Are there leadership teams within the school that can support CTF? |  |  |  |  |
| Do I have time and space to collaboratively plan with others? |  |  |  |  |
| Is the school ready for CTF? |  |  |  |  |

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| **4. Facilities, Resources and Timetabling** | | | | |
| **Questions** | **Yes** | **Unsure** | **No** | **Thoughts, Comments, Evidence or**  **Required Support and Next Steps** |
| Does the school’s physical layout and facilities support CTF programming? |  |  |  |  |
| Does available school equipment and technology support CTF programming? |  |  |  |  |
| Does current timetabling support CTF programming? |  |  |  |  |
| Do facilities, resources and timetabling support CTF programming? |  |  |  |  |

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| **5. Assessment and Reporting** | | | | |
| **Questions** | **Yes** | **Unsure** | **No** | **Thoughts, Comments, Evidence or**  **Required Support and Next Steps** |
| Do I understand how assessment can be used to support students in a CTF class? |  |  |  |  |
| Do assessments link directly with CTF learning outcomes in the [CTF Program of Studies](https://education.alberta.ca/media/3576047/final-ctf-program-of-studies-april-11-2017.pdf)? |  |  |  |  |
| Have CTF assessment and reporting practices been communicated to students and parents/guardians? |  |  |  |  |
| Has the difference between formative and summative assessments been communicated to students and parents/guardians? |  |  |  |  |
| Is student achievement based on a variety of summative assessments? |  |  |  |  |
| Is the school’s reporting written in an audience-friendly language? |  |  |  |  |
| Does the reporting process describe students’ strengths and areas requiring improvement relative to the [CTF learning outcomes](https://education.alberta.ca/media/3576047/final-ctf-program-of-studies-april-11-2017.pdf)? |  |  |  |  |
| Do assessment and reporting practices support CTF? |  |  |  |  |

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| **6. Parents/Guardians** | | | | |
| **Questions** | **Yes** | **Unsure** | **No** | **Thoughts, Comments, Evidence or**  **Required Support and Next Steps** |
| Is regular communication maintained with the parents/guardians of CTF students? |  |  |  |  |
| Has the [CTF Program of Studies](https://education.alberta.ca/media/3576047/final-ctf-program-of-studies-april-11-2017.pdf) been communicated to parents/guardians? |  |  |  |  |
| Have CTF classroom practices been communicated with parents/guardians? |  |  |  |  |
| Have parents/guardians been provided with information that will help them understand the CTF program? |  |  |  |  |

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| **7. Community** | | | | |
| **Questions** | **Yes** | **Unsure** | **No** | **Thoughts, Comments, Evidence or**  **Required Support and Next Steps** |
| Am I aware of community mentors, experts, Elders, Knowledge Keepers, businesses, industry, etc., that can engage in CTF learning experiences with students? |  |  |  |  |
| Are there relevant, authentic and meaningful off-site learning opportunities available for students to engage and serve their own community? |  |  |  |  |
| Has the [CTF Program of Studies](https://education.alberta.ca/media/3576047/final-ctf-program-of-studies-april-11-2017.pdf) been communicated to the school’s community? |  |  |  |  |
| Can facilities, resources and teacher expertise from other schools in the community be accessed? |  |  |  |  |
| Is the school’s community ready to support CTF? |  |  |  |  |

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| **Other Thoughts, Comments or Evidence** |
| What am I already doing that will support the implementation of CTF in my classroom? |
| Based on this reflection, what is one thing that will help me with my CTF journey? |