

BTE Partners

Secondary School Roles & Responsibilities

School Leadership (Director, Principal, etc.)

- ✓ Supports Strategic Planning – helps design the BTE program
- ✓ Serves on the Advisory Committee – guides / advises overall program and linkages with other school programs. (once or twice a year meeting)
- ✓ Communicate with school leaders, teachers, parents and community about BTE
- ✓ Offers release time for BTE Participants to attend program activities (optional)

School Liaison (Teacher, Guidance, etc.)

- ✓ Supports Strategic Planning – helps design the BTE program
- ✓ Serves on Management Team (monthly) and offers implementation support – organize student release time, school/parent permissions, etc.
- ✓ Supports Evaluation & Data Collection
 - ✓ Selects BTE Participants & Comparison Group
 - ✓ Provides Academic Data (BTE Participant & Comparison Group)
 - ✓ Administers & Collects Comparison Group Survey

Students

- ✓ Participate in BTE Program Activities (BTE Participants)
- ✓ Complete Surveys (BTE Participants & Comparison Group)

BTE Evaluation

Secondary School Roles & Responsibilities

Secondary Schools

- Assign a School Contact for Evaluation
- Develop Evaluation Agreement with Site Evaluator
- Select BTE Participants with BTE Partners
- Select Comparison Group
- Assign Unique BTE ID Number:
 - ✓ BTE Participants
 - ✓ Comparison Group
- Provide Academic Data Template (Excel Spreadsheet) to Site Evaluator
 - BTE Participants & Comparison Group
 - Baseline, Annual & Exit
- Administer Comparison Group Surveys
 - Entry, Annual & Exit
- Attend Annual Presentation of Evaluation Data
 - ✓ BTE Advisory Committee Meeting
- Review & Use Evaluation Data
 - ✓ Share BTE Impacts & Outcomes with school leaders, teachers, parents, community members, etc.