Arizona CTE

FCCLA Advisor Professional Standards

Foundational 1.0

1 FCCLA Membership 1.1

1. Identify benefits of participating in FCCLA. 1.1.1
2. Describe how FCCLA prepares members to develop new skills for life and expand leadership potential. (eg. planning, goal setting, problem solving, decision-making and interpersonal communication) 1.1.2
3. Identify FCCLA college and career ready attributes. 1.1.3
4. Investigate career pathways and career opportunities available through FCCLA participation. 1.1.4
5. Critique the bond between family and consumer sciences education, leadership development, career preparation, and building strong families. 1.1.5
6. Develop a student leadership plan that addresses postsecondary education (degree and non-degree credentials). 1.1.6

2 FCCLA Mission and Purposes 1.2

1. Identify the FCCLA mission statement. 1.2.1
2. Identify the eight FCCLA purposes and the impact on families and communities. 1.2.2
3. Illustrate effective use of information available from FCCLA for integration into lesson plans. 1.2.3
4. Analyze how the FCCLA mission and purposes help members acquire the skills needed to be successful in today's work environment. 1.2.4
5. Plan or implement active student college and career learning/participation opportunities in local, state, and national levels. 1.2.5

3 FCCLA Symbols, Traditions, Governance, and Organizational Structure 1.3

1. Describe the history and philosophy of FCCLA. 1.3.1
2. Identify the governance structures at the chapter, state, and national levels. 1.3.2
3. Define the role of an FCCLA Advisory/Board of Directors. 1.3.3
4. Define the role of industry partnerships as part of your classroom methodology. 1.3.4

Define the role of alumni as part of your classroom methodology. 1.3.5

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6 Identify local, state, and national resources for non-profit career and technical student organizations. 1.3.6

4 FCCLA Chapter Technical Procedures 1.4

1 Identify the process for starting and affiliating an FCCLA chapter. 1.4.1

2 Explain use of the FCCLA Portal. (www.fcclainc.org) 1.4.2

3 Identify FCCLA local, district, state, and national affiliation fees. 1.4.3

4 Research chapter leadership roles and officer team structure 1.4.4

5 Describe components of a successful membership campaign. 1.4.5

6 Identify ways to maintain chapter membership to meet the criteria of state and national opportunities. 1.4.6

7 Develop positive messaging strategies to communicate the benefits of membership to maintain and recruit members. 1.4.7

8 Exhibit leadership skills by demonstrating proper parliamentary procedure. 1.4.8

5 FCCLA in Career and Technical Education 1.5

1 Describe the role of FCCLA in developing youth through classroom integration of FCCLA national programs, competitive events, and service learning projects. 1.5.1

2 List workplace readiness skills gained through FCCLA participation. 1.5.2

3 Identify how members can advocate for career and technical education. 1.5.3

4 Integrate critical thinking skills and the employability framework into chapter activities. 1.5.4

5 Analyze personal effectiveness and organizational skills gained through FCCLA needed to successfully perform work tasks. 1.5.5

6 Develop chapter activities reinforcing 21st Century Employability Skills that incorporate FCCLA materials and projects. 1.5.6

6 FCCLA Adviser Roles and Responsibilities 1.6

1 Identify educational leadership development support materials 1.6.1

2 Describe leadership, service, and recognition opportunities available through FCCLA programs, events, and activities. 1.6.2

3 Outline FCCLA Adviser roles, responsibilities, and rewards. 1.6.3

4 Develop a chapter fiscal management system. 1.6.4

5 Develop chapter related safety procedures using guidelines established by school/district/state entities. 1.6.5

6 Develop FCCLA intra-curricular programing in conjunction with the FCS program of study. 1.6.6

7 Identify adviser growth opportunities at the local, state, and national levels. 1.6.7

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Leadership Development and Career Pathways 2.0

1. **Analyze FCCLA educational, career preparation, and service related projects.** 2.1
   1. Identify Career Cluster and CTE pathways aligned with family and consumer sciences content and align these to FCCLA programs and projects. 2.1.1
   2. Describe how FCCLA programs/ activities help students meet 21st Century Skills. 2.1.2
   3. Illustrate use of FCCLA Career Pathway crosswalk into lesson plans. 2.1.3

2. **Foster students' academic growth** 2.2
   1. Utilize Family and Consumer Sciences content, leadership and career development, and service learning to foster students' academic growth. 2.2.1
   2. Identify local, state, and national resources to support FCCLA advisers/FCS teachers. 2.2.2
   3. Research leadership, career, and recognition opportunities available through competitive events. 2.2.3
   4. Develop materials to promote individual and chapter competitive events. 2.2.4
   5. Identify competitive events volunteer responsibilities at the local, state, and national levels. 2.2.5

3. **Intra-curricular** 2.3
   1. Develop instructional activities using competitive event format and rubrics. 2.3.1
   2. Support participation in individual and chapter competitive events 2.3.2
   3. Identify content industry partners on the local, state, and national level. 2.3.3
   4. Develop a parent survey identifying volunteering strengths and possible partnerships. 2.3.4
   5. Design STEM activities using FCS content and competitive events. 2.3.5
   6. Identify FCS and academic standards in FCCLA programs. 2.3.6

4. **Demonstrate the ability to mentor FCS student leaders through FCCLA.** 2.4
   1. Research the benefits of student FCCLA leadership mentoring programs. 2.4.1
   2. Encourage student involvement in FCCLA activities promoting leadership, service, and career preparation 2.4.2
   3. Describe personal effectiveness skills and how they impact students' leadership growth 2.4.3

5. **Integrate FCCLA into Family and Consumer Sciences Programs.** 2.5
   1. Analyze FCS programs for integration of state and national education standards, FCCLA resources and programs, and career preparation experiences to support rigor, relevance, and growth. 2.5.1
   2. Create a FCCLA chapter integration plan. 2.5.2
   3. elect appropriate FCCLA competitive events aligned to program offerings. 2.5.3

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4 Demonstration the ability to advise and implement a regular chapter meeting. 2.5.4

6 **Utilize FCCLA resources to implement project-based learning in Family and Consumer Sciences career pathways** 2.6

1 Research FCCLA education and service related projects. 2.6.1

2 Demonstrate use of the FCCLA planning process FCS in project based learning. 2.6.2

3 Explain the use of FCCLA programs, activities and competitive events for instructional delivery and assessment. 2.6.3

7 **Utilize FCCLA to foster students' academic and personal growth for career preparation.** 2.7

1 Identify collaboration opportunities with various groups (ie: cross curricular, CTSO, community and industry partners) 2.7.1

2 Identify FCCLA leadership skill development opportunities for students. 2.7.2

3 Plan public speaking opportunities during career preparation activities 2.7.3

4 Identify leadership growth opportunities through competitive event participation 2.7.4

5 Develop leadership training criteria and assessment for FCS students. 2.7.5

6 Develop instructional strategies reinforcing academic skills through career preparation activities. 2.7.6

8 **Implementation of the Family and Consumer Sciences standards through FCCLA.** 2.8

1 Analyze the relationship between FCS National Standards, FCCLA programs and project activities 2.8.1

2 Align FCCLA activities , FCS National Standards and local curriculum 2.8.2

Sustainable Chapters and Programs 3.0

1 **Develop a plan to enhance administrative, parent, business/industry, and community support.** 3.1

1 Research issues and trends in Family and Consumer Sciences and Career Technical Education 3.1.1

2 Investigate personal and professional advocacy skills for student leadership 3.1.2

3 Identify techniques for speaking with administrators, parents, students, and the community about FCCLA and FCS 3.1.3

4 Develop strategies to be used to lead to a productive working relationship between administration, colleagues, and FCCLA adviser 3.1.4

5 Discuss the differences in communication effectiveness between different peer groups 3.1.5

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Explore the importance of social media, digital citizenship and professionalism in use 3.1.6

7 Identify an issue and prepare written communication (i.e., email, memos, letters etc.) to advocate the issue to a specific audience 3.1.7

2 Evaluate fundraising and grant writing opportunities to support a sustainable FCCLA chapter. 3.2

1 Identify sources of chapter income. 3.2.1

2 Creating and utilize a chapter budget 3.2.2

3 Identify the sequence of steps needed when developing a fundraising plan. 3.2.3

4 Compare and contrast the benefits of a school-based enterprise. 3.2.4

5 Determine local fundraising policies and accountability procedures. 3.2.5

6 Understand the components of effective written communication for grant writing and promotional efforts 3.2.6

7 Compare and contrast the benefits of pursing grants for chapter activities 3.2.7

3 Integrate FCCLA into the classroom 3.3

1 Identify purposeful FCCLA integration into the FCS classroom and curriculum 3.3.1

2 Develop an FCCLA Emergency Response Plan for FCCLA events and trave 3.3.2

3 Develop unit plans with a FCCLA student leadership component 3.3.3

4 Design a course survey that highlights student leadership growth over an FCS course 3.3.4

5 Develop classroom leadership roles that support chapter activities 3.3.5

4 Promote and publicize their FCCLA chapter 3.4

3.4.1 Prepare media materials to promote and publicize FCCLA 3.4.1

3.4.2 Design and implement a departmental/class/FCCLA marketing strategy (publicity plan) 3.4.2

3.4.3 Demonstrate news writing procedures (press release) 3.4.3

3.4.4 Create a local media list and research topics of the journalist's beat that align with FCCLA/FCS. 3.4.4

3.4.5 Explore the importance of social media and digital citizenship. Develop resources that align with career search tools that highlight the career focus for your students in FCS Career Pathways 3.4.5

5 Explore sustainable chapter management practices. 3.5

1 Identify the balance of adviser duties versus instructor duties 3.5.1

2 Describe the record keeping and chapter activities for a chapter to earn an honor chapter award 3.5.2

3 Demonstrate the ability to communicate in a group setting through participation in the chapter conduct of meetings or parliamentary procedure 3.5.3

Implement use of the FCCLA Planning Process to develop chapter goals. 3.5.4

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5 Establish a classroom management plan that integrates FCCLA into everyday activities such as roll call and schedule of the day. 3.5.5

6 Engage youth leaders as an integral part of classroom management. 3.5.6

6 Provide information that highlights the benefits and rewards of an FCCLA program for students and advisers, the Family and Consumer Sciences program, the school, and community. 3.6

1 Develop a personal statement that illustrates how you incorporate FCCLA into your classroom and through project based learning. 3.6.1

2 Create a promotional plan to share with the administration in the school. 3.6.2

Professional Community 4.0

1 Engage in local, regional, state, and national FCCLA/FCS communities. 4.1

1 Promote professional development, involvement and growth through membership in ACTE, AAFCS, FCCLA, and other professional organizations. 4.1.1

2 Conduct regular Advisory Council meetings, including a diverse membership roster, connection to community needs and industry demand. 4.1.2

3 Volunteer and assist with competitive events on all levels 4.1.3

4 Apply to serve in volunteer or leadership capacities in FCCLA. 4.1.4

5 Submit articles for periodicals, blogs, and other resources connecting FCS to FCCLA 4.1.5

2 Research leadership opportunities and responsibilities that maintain and enhance the CTE and FCS profession. 4.2

1 Build relationships with business and industry. 4.2.1

2 Illustrate how alumni can support chapter activities 4.2.2

3 Include job shadow / interview skills within classroom activities and connect these opportunities to FCCLA competitive events. 4.2.3

4 Using Power of One include personal goal setting 4.2.4

5 Investigate resources provided through FCCLA that can be used in the FCS classroom 4.2.5

6 Promote pride and presence in our Family and Consumer Sciences profession and FCCLA. 4.2.6

7 Attend Professional development activities as appropriate 4.2.7