

MCCTE Navigator – User Roles and Responsibilities

CEPD Administrators

Activated by: OCTE gives the updated CEPD Administrator list to MCCTE Navigator administration team so they can send emails out to start the updating process.

Definition: Each CEPD has one person identified as the CEPD Administrator.

Rights: Authorized to activate operating building administrators and/or teachers and CTE district consultants, CTE directors/supervisors, view all Program Serial Number (PSN) related content for their buildings, generate reports at state and PSN levels, and view all teacher level support material within their authorized PSN.

Special options: If the CEPD administrator is **also** the Operating Building Administrator* they can identify this when they update their profile data. Then they will have the rights of the Operating Building Administrator*.

Operating Building Administrator*

Activated by: CEPD Administrator

Definition: In Navigator each building can only have ONE building administrator or principal. The person who is assigned to the building where the CTE program is operating.

Rights: Authorized to activate CTE teachers, CTE District Consultants/CTE Directors/Supervisors and any additional building administrators that have CTE responsibilities. They can also view all PSN related content, will receive communication from MDE/OCTE related to teacher participation and other notifications, generate reports at state and PSN levels, and view all teacher level support material within their authorized PSN.

***NOTE:** An important designation during the reset process is for the Operating Building Administrator to answer the following question: “Would you nominate this teacher for participating in any MCCTE curriculum work?” If yes, this teacher may be invited to assist with the CTE program standard review and revision process.

CTE Teachers

Activated by: Operating Building Administrator

Definition: Teachers that are teaching in a state-approved CTE program as identified by a PSN.

Rights: Perform PSN academic alignment, generate reports at state and PSN levels, input lesson plans, documents, images, and presentations at their PSN level, organize standards into custom courses using the “Courses” feature in the “Programs” link, customize segment content as applied to their PSN and complete their gap analysis using the electronic process.

CTE District Consultants/CTE Directors/Supervisors (Including academic support personnel)

Activated by: Operating Building Administrator

Rights: They assist teachers in academic alignment; can view all PSNs within the assigned district and their standards; these personnel are not authorized to activate teachers; will not receive communications regarding teacher participation and other notifications.