**Career and Technical Education**

**2018-19 Calendar**

**Melonie Carlton, Career Development Coordinator**

**Athens Drive Magnet High School**

***Mission Statement: To create a Comprehensive Career Development Program that addresses the needs of Athens Drive Magnet High School Students by raising students’ awareness of career and educational options.***

**\*\*\*\*\*\*\*\*\*\*\*This is a summary of major areas responsibilities and duties. \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

**Academic Development Services**

 Provide Career Development Services (grades 9-12) all year

* Classroom presentations
	+ - Resume building
		- Business and Marketing classes work ethics and interviewing skills
		- work on community outreach opportunities
		- Guest speakers and internship opportunities
		- Financial Literacy workshop in classrooms all year
* Career Center visits
* Computer lab presentations

Monitor student concentrators’ course progression in the CTE pathway Aug, Oct, March, June

Write/Update Career Development Plans+ for disadvantaged CTE students Sept, Oct, June

**Career Development Services**

Maintain Athens Drive High Career Development Websiteall year

 Maintain Career Center with printed, software and internet-based all year

 Resources

 Observe CTE Month all year

 Military Awareness week Sept. or Oct

 Career Fair/ Career Conversations Oct. and March

 College Application week Nov.

 Observe National Career Development Month Nov

**Community/Professional Involvement**

 Tour business, industries, agencies and post-secondary training institutions all year

 Participate on committees, boards, organizations, etc all year

 Attend Cary Chamber of Commerce Meetings all year

 Attend Business Alliance Meeting for Athens Magnet High all year

**CTE Teacher Support**

 Monitor sequence of course offerings for CTE clusters Aug, Jan, March, June

 Coordinate instruction support all year

 (Supplemental book, equipment, professional development, etc)

 Accompany teachers and students on field trips all year

**Data collection**

Transcript reviews

Senior and Junior SurveyAugust through

 February

**Personal/Social Development**

 Provide employability skills sessions (Mock Interviews) Dec. Feb

**Test Coordination**

 Aug, Jan, May

* + Armed Services Vocational Aptitude Battery (ASVAB) Fall and Spring
* Assist with other school based standardized tests ( PLAN, ACT) all year

**Transitional Services**

* + Serve as military, agency and industry liaison all year
	+ Serve site coordinator for Career and College Promise (Wake Tech) all year
	+ Coordinate senior participation in DPS Job Fair March-June
	+ Attend & Assist with College Fair Services TBA
	+ Assist Hosting Parent Information Session for CTE TBA

**Workbased Learning**

* + Coordinate, monitor and evaluate senior interns all year
	+ Coordinate job shadowing ( Industry Day) April/ all year

**Professional Development**

* + Attend and Coordinate Business Alliance Team Meetings Monthly
	+ Attend North Carolina Workforce Conference Aug.
	+ CARCRO Conference Sept.
	+ CFNC Conference Sept.
	+ ACT Work Keys Conference Oct.

**ALL YEAR**

**Academic Development services**

Provide Career Development Services (grades 9-12)

* Classroom presentations
* Career Center visits
* Computer lab presentations

**Career Development Services**

 Maintain Career Center with printed, software and internet-based resources

**Community/Professional Involvement**

 Tour business, industries, agencies and post-secondary training institutions

 Participate on committees, boards, organizations, etc

 Coordinate Business Alliance Meetings

 Coordinating Employer Job Site Interviews in Media Center Monthly

**CTE Teacher Support**

 Coordinate instruction support

**Personal/Social Development**

 Provide employability skills sessions

Serve on school-based committees-CTE, Guidance, CDC, and Business Alliance

**Transitional Services**

 Serve as military, agency and industry liaison

 Serve site coordinator for Wake Technical Community College Career and College Promise

**Workbased Learning**

 Coordinate, monitor and evaluate senior interns

 Recruiting and Partnering with Business to create opportunities for students

 Coordinate job shadowing

**September**

* Coordinate military visits
* Business Alliance Meeting- Coordinate
* School- To Career Superintendent’s Breakfast
* Identify Youth Leadership Cary applicates for Chamber of Commerce
* Faculty and department meetings (CTE, Guidance, CDC, Administration, )
* Conduct individual and small group career guidance with students
* Assist classes with career development plans ( Career management Classes, Advance Study Classes and other CTE courses)
* Coordinate Community Onsite Interviews in Media Center
* CTE classes Orientation to the Career Center resources
* Career Guidance in classes
* Career Assessment with students
* Confirm placement for co-op, internship, and apprenticeship student

**October**

* Coordinate Military Appreciation Week
* Recruit more members for School Business Alliance
* Attend and Present at Senior Parent Night
* Business Alliance Meeting- Coordinate
* Career assessment with students
* PSAT
* PLAN
* ASVAB
* Coordinate Community Onsite Interviews in Media Center
* Conduct individual and small group career guidance with students
* Faculty and department meetings (CTE, Guidance, CDC, Administration, Accountability)

**November**

* Observe National Career Development Month
* Recruit more Business Alliance Partnerships
* Great Xplorations Coordinating at the McKimmon Center
* Reality Of Money
* ASVAB Coordinating and administer
* Coordinating ASVAB Interpretations
* Business Alliance Meeting -Coordinate
* Coordinate Community Onsite Interviews in Media Center
* Conduct individual and small group career guidance with students
* CDC Regional Meeting
* Classroom Presentation by Wake Technical Community College Representative

**December**

* Preparation for second semester registration, schedule changes, etc
* Recruit more Partnerships and opportunities for students
* Coordinate Community Onsite Interviews in Media Center
* Mock Interviews/Resume Building
* Business Alliance Meeting- Coordinate
* Individual and small group guidance with students
* Financial Literacy Activity ( with Junior and Seniors though CFNC) - Principles of Business
* Review CTE Courses and make recommendations for CTE Director

**January**

* Begin registration process for next year
* Mid-year Senior Check in going in English Classes
* Coordinate Community Onsite Interviews in Media Center

**February**

* Middle school visits
* Classroom Visits with CTE department Planning Course Selections
* Plan field trip for Military ( Knightdale location)
* Planning for Career Fair and Independent College Fair/ Career Conversations
* Coordinate Community Onsite Interviews in Media Center

**March**

* Review and update career development plans with students
* Work with middle schools with registration/orientation of rising 9th
* Coordinate Community Onsite Interviews in Media Center Planning Career Fair
* Reality of Money
* Xtreme Beginnings

**April**

* ASVAB
* Meeting with Business Alliance
* Coordinate Community Onsite Interviews in Media Center
* Career fair

**May**

* Assist senior with resume preparation for Job Fair
* Coordinate Community Onsite Interviews in Media Center
* Career and academic advisement with students
* Administer advance placement test
* Planning for next year

**June**

* Complete end of the year reports
* Academic advisement evaluation meeting
* Coordinate Community Onsite Interviews in Media Center
* Review and correct CTE class listed for next school year
* Review and correct CTE student schedules
* Receive CTE equipment for teachers for summer storage