

Career Planning Coordinator Board Report

May 2017

Ready To

Ready for College

- Workshops on College Exploration and scholarship searching are planned for later this month for college bound juniors
- Preparation for this fall's Advanced Training Day has begun.
- Information about scholarships and summer enrichment activities continues to be provided to instructors/students on an on-going basis.

Ready to Work

- Lessons on cover letters, resumes, thank you letters and reference pages continue to be offered, Students can also schedule individual time to work creating and revising these documents.
- Templates for resumes / cover letters / reference pages and thank you letters have been developed and disseminated to instructors and students.

WIN

- Our students continue to on their Career Readiness Assessments in the WIN Career Readiness System. I continue to work with students and staff to familiarize them with software and its applications. I regularly work in the classroom with students utilizing this system.
- Currently, 94% (732 of 781 students) of ECTS students are actively working toward completion of their Career Readiness Certificates. To date, 53% (417 students) have earned a Bronze, Silver or Gold Certificate. The goal is for students earn their Gold Certificate prior to graduation.
- I have also begun working with the Soft Skills module in the WIN system with our students.

Student Recognition

- Each month, the Career Planning Coordinator accepts nominations from the faculty for the Millcreek Kiwanis Citizenship Award. The prerequisite for this award is "an individual who has demonstrated moral character, courage, leadership, health and physical fitness, service, recognition received for their efforts, scholastic preparation and total citizenship." Students receive certificates of achievement and a \$100.00 book scholarship at the award ceremony.
- Taylor Glover, COS, McDowell High School and Loran Bennett, HEA, Girard attended the next Kiwanis awards ceremony on April 24, 2017 with their families. Travis Woodburn and I also attended as representatives from ECTS.
- The Kiwanis will also be recognizing a Student of the Year at the upcoming ECTS Senior Awards ceremony. The selected student will receive a scholarship.

ROVA

- ECTS hosted a ROVA wrap up on May 11th.