

Career Planning Coordinator Board Report February 2021

Career Planning

- Instructor Checklists for monitoring career activities are being implemented in each lab with updates made as necessary.
- Career Artifact Checklist for level 2 and level 3 students has been modified to reflect direct input from instructors and instructional aides.
- Working with Level 1 students on completing quarter two and quarter three artifacts, Exploring and Researching Career Options on WIN.
- Collecting, scanning, and categorizing 339 Audit compliance materials.

Recruitment/Admissions Activities

- Communicating with all counselors about progress in the application process and reminding them of important deadlines for applications.
- Attend meetings with Mr. Tarasovitch, Sandy Carr, and Lesa Scalise to discuss procedures completed, challenges, and strategies moving forward.
- Assisted Mr. Tarasovitch with scoring applications for academic paths and attendance.
- Brief School Counselor meeting to share new ideas. **Mr. Tarasovitch offered to conduct personal visits after school hours for students and parents by appointment only.**
- Tasked with ordering T-shirts for the entire student body and staff for promotional purposes. Gathering sizes for students and staff to place accurate order.
- With Mr. Tarasovitch, Set up, attended, and followed up with all counselors for each of the sending schools on all applications for each student concerns.
- Reviewing and sharing final lists of accepted students with guidance counselors for their final approval.

Activities & Awards

- Planning **Apprenticeship Day** to be held in May to the degree of which we are permitted to gather.

NOCTI

- Due to Covid restrictions, performance test schedule will be over a two week period.
- Schedule has been prepared and distributed to instructors.
- **Dates for 2021 NOCTI: Online written test will be April 12th – 16th
Performance test will be April 19th – 29th.**
- Instructors are securing dates with evaluators.
- Juniors will pre-test next fall to stay consistent with 2019-2020.