

Career Planning Coordinator Board Report

March 2021

Recruitment/Admissions Activities

- Assist Mr. Tarasovitch in communicating with all counselors about incoming applications and updating them on labs that continue to have openings; reminding them of possible visits.
- Communicating with parents of accepted students about concerns over visits, scheduling, busing, etc.
- 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.
- Ordered, sorted, and distributed promotional T-shirts to all students and staff with Mr. Tarasovitch.
- Assisted Lesa Scalise in taking pictures of All labs (am and pm) on “Blackout Days”.
- Reviewing and sharing final lists of accepted students with guidance counselors.

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.
- Assisting students with Scholarship exploration and completion.
- Regular monitoring of student attendance/grade reports

Activities & Awards

- Nominations went out for the Patrick R. Locco Scholarship Program. Interviews are being scheduled for the week of April 19th.
- Odd Fellows Home of Western PA Citizenship Award was submitted by senior Christopher Connors. Chris is a student from McDowell High School and currently in the Drafting & Design Program.
- Planning **Apprenticeship Day** to be held in May to the degree of which we are permitted to gather.
- Considering **Advanced Training Day** to be held in October of 2021.

NOCTI/NIMS

- Pending notice from PDE, NOCTI Testing will be limited to written portion ONLY.
- Testing for written part is scheduled provisionally for the last two weeks of April.
- Juniors will pre-test next fall to stay consistent with data from 2019-2020 school year.
- Level 1 Precision Machining students have been uploaded into the NIMS Performance Credentialing System. Ten NIMS written tests have been administered to upper level students to date.