

Career Planning Coordinator Board Report

January 2022

Career Planning

- A meeting was held with all instructional aides to review and evaluate the monitoring process as well as the document placement/storage moving forward.
- Continue the training of aides in the WIN Career Readiness System and the ability to track students and run reports.
- Covering in HEA, searching curriculum for related activities, supporting the substitute teacher with attendance, copies, classroom announcements, and completing WIN activities with all HEA students.
- First visits to AM labs are concluding with level 1 students completing self-assessments on WIN and documentation being housed in Career Artifact Folders until the complete integration of CTE360 when documents can be stored electronically. Second visits beginning to complete career research and comparisons.
- **Occupational Objective Forms** continue to be collected and tracked from all students.
- Scholarship information continues to be shared with all students as time permits.

NOCTI/NIMS

- All level 1 Precision Machining students will be testing in various NIMS categories on Friday, January 21, 2022
- NOCTI study guides will be distributed soon with plans being made for the spring testing of Juniors (in April) and Seniors (the end of April and first week of May).

Military Panel Discussion at ECTS

- Letters were mailed to all United States Military branches to postpone our panel discussion on Thursday, February 17th, 2022 due to renovations and lack of a location. Still hoping for a spring reschedule date.