

ERIE COUNTY TECHNICAL SCHOOL

K-12 Guidance Plan | 2023 - 2026

GUIDANCE PLAN PROFILE

PROFILE

LEA Name

Erie County Technical School

AUN

105252807

Address 1

8500 Oliver Road

Address 2

City

Erie

State

PA

Zip Code

16509

LEAD COUNSELOR

Lead Counselor Name

Mary Foulkrod

Lead Counselor Phone Number

814-464-8679

Extension

Lead Counselor Email
mrfboro@yahoo.com

CHIEF SCHOOL ADMINISTRATOR

Chief School Administrator Name
Mr Matthew LaVerde

Chief School Administrator Phone Number
(814)464-8681

Extension

Chief School Administrator Email
mlaverde@ects.org

GUIDANCE MISSION STATEMENT AND CTE PROGRAMS

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1. Enter your school's Guidance Services Mission Statement that reflects the school's mission and includes reference to the three domains (academic, career, social/emotional), and equity and access for all students (600 character limit).

Erie County Technical School Career Guidance and Workforce Development staff is dedicated to improving the lives of students by assisting them in academics, technical skills, social and emotional development, workforce development, and are committed to assist all students to be college and career ready upon completion of their time at ECTS.

2. Does your school offer PDE-approved Career and Technical Education (CTE) programs or send students to a Career and Technical Center (CTC) or to another school that offers PDE-approved CTE programs?

Yes

If a district, indicate the school/CTC your students attend to gain PDE-approved CTE instruction. If a CTC, list your member districts. (1000 character limit).

The Erie County Technical School offers 19 Career and Technical Education programs. Fifteen of the programs are recognized as "Program of Study" from the Department of Education. Our member districts are Fairview School District, Fort LeBoeuf School District, General McLane School District, Girard School District, Harbor Creek School District, Iroquois School District, Millcreek Township School District, North East School District, Northwestern School District, Union City Area School District, and Wattsburg Area School District.

339.31 BOARD-APPROVED GUIDANCE PLAN

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3. Is your K-12 Guidance Plan approved by your School Board or Joint Operating Committee?

Yes

Enter date when last approved by Board/JOC.

2024-03-28

339.32(1) CAREER AND TECHNICAL CURRICULA

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4. Does your school provide career guidance services curriculum to assist all students with unbiased occupational and educational information necessary for realistic career planning?

The career guidance services curriculum should align to Career Education and Work Standards and evidence required by Future Ready PA Index. Curriculum should be available during Perkins and APE/339 compliance reviews.

Yes

5. Does your school maintain a monthly calendar or monthly listing of K-12 career guidance services offered, organized by domain (academic, career, social/emotional) and grade level? The calendar should include ongoing activities to assist all students (and their parents) with career planning to meet student needs and interests.

Yes

Upload Monthly Guidance Services Calendar/List (12 pages maximum)

339.32(1)_b56970ed.pdf

339.32(2) EDUCATIONAL CAREER PLAN

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6. Does your school/CTC guidance services action plan maintain written strategies for developing and sustaining an individual student career plan that addresses academic and technical preparation, postsecondary education, and training via individual and group counseling and assessment?

The student career plan should align to Career Education and Work Standards and evidence required by Future Ready PA Index. The Career Plan should be available during Perkins and APE/339 compliance reviews.

Yes

339.32(3) OCCUPATIONAL INFORMATION

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7. Does your school maintain a listing of diverse external resources, organized by the Career Clusters, that includes topics such as career readiness, work-based learning experiences, and postsecondary and technical training options?

Yes

Upload List of Career Resources (13 pages maximum)

339.32 (3).pdf

339.32(4) CUMULATIVE RECORDS

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8. Does your school maintain a document showing major career guidance service goals and objectives that reflect a general big idea, followed by specific and measurable outcomes that use the data?

The document should include details on how guidance staff gather and utilize cumulative student data and records.

Yes

Upload career guidance service goals and objectives document (3 pages maximum).

339.32(4).pdf

339.32(5) ORIENTATION TO CAREER AND TECHNICAL OPTIONS

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9. Does your school maintain a listing of career guidance service activities (e.g. events, tours, and interventions) organized by grade level and focused on increasing awareness of career and technical education opportunities among all K-12 students, parents, educators, postsecondary, businesses, and community agency stakeholders?

Yes

Upload CTE career guidance services activities and opportunities documents (5 pages maximum).

339.32(5).pdf

339.32(6) CAREER PLACEMENT SERVICES

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10. Does your school provide career guidance services to all students that include provisions for the placement and transition from school to postsecondary work/college/military?

Yes

Upload career placement services document (3 pages maximum).

339.32 (6).pdf

339.32(7) CONSULTATION WITH TEACHERS AND ADMINISTRATORS

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11. Does your school maintain a delivery system that includes academic and career guidance curriculum, prevention and intervention for social/emotional development, and student planning and support?

The delivery system should reflect direct (face-to-face) and indirect (independent research) career guidance services organized by grade level as evidence that all students receive formal and informal career consultation with teachers and administrators.

Yes

Upload delivery system document (13 pages maximum).

Career & SEL.pdf

339.32(8) AND (9) STAKEHOLDER INVOLVEMENT

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12. Does your school maintain a career guidance service action planning chart or document that shows how each stakeholder group (students, parents, educators, postsecondary, businesses, community agencies) benefits from and/or assists with the delivery of guidance services?

Yes

a. Students

ECTS students receive career guidance utilizing the WIN program and engage in on campus informational events such as Military Panel Day, Apprenticeship Day, and Advanced Training Day. They have graduation requirements which include WIN training, earning industry recognized certifications, and completion of a professional portfolio. Students take pride in their technical education by supporting ECTS in school tours, OAC meetings, SWAT (Student Worker Action Teams), and other committees.

b. Parents

Parents/guardians receive regular communication through the student information system, emails, phone calls, and social media postings. Parents/guardians receive notifications of their student's attendance, grades, and overall progress. They are encouraged to participate in OAC meetings and attend school-wide events.

c. Postsecondary

Post-secondary presentations are scheduled throughout the year on campus for student engagement - Military Panel Day, Apprenticeship Day, Advanced Training Day. Many programs visit local post-secondary training facilities or host one on one presentations. Representatives are also invited to attend OAC meetings. Students are encouraged to sign up for dual enrollment.

d. Educators

ECTS educators are the foundation of our academic, career, and social/emotional training. They not only support and assist in the delivery of the content but are focused on building relationships with students to best assist them individually. A bi-weekly "risk review" meeting aids in identifying and supporting students with risk factors.

e. Businesses

Businesses attend our OAC meetings, host field trips, come to campus as guest speakers, and offer Cooperative Education opportunities for our students. They also volunteer their time to be mock interviewers, judge competitions and portfolios, evaluate NOCTI testing, and judge SkillsUSA projects. A county-wide career fair is hosted at ECTS for all students to interact with local companies currently hiring for applicable positions.

f. Community Agencies

ECTS promotes service and leadership among the students and staff. We host blood drives for the local blood bank throughout the year and have an annual food drive for the local food bank. PA CareerLink educates our students on their services.

13. Does your school conduct at least one career guidance services stakeholder group meeting per year and maintain minutes that show discussion of career and postsecondary planning, and career curriculum and assessment, along with details on how the discussion leads to action steps and solutions that enhance career guidance services?

The minutes should include a listing of all members of the stakeholder group with their name, job title, affiliation, and whether present or absent at the meeting. Agenda, minutes, and action plan should be available during Perkins and APE/339 compliance reviews.

Yes

339.32(10) FOLLOW-UP STUDIES

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14. Does your school conduct follow-up studies to determine the effectiveness of your career guidance services curriculum that includes study results and how the information collected is utilized to improve career guidance services?

The follow-up study should be available during Perkins and APE/339 compliance reviews.

Yes

Describe one aspect of your follow-up study including the stakeholder group and number of responses, and indicate how the data collected was utilized to improve career guidance services (1000 character limit).

Each spring we distribute a Senior Exit Survey to all graduating seniors and require 100% completion. This data is used in a variety of ways throughout ECTS. A committee utilizes the information to prepare for our Signing Day event and Senior Awards Ceremony. Students indicating that they plan to enter into the workforce are then registered for the county-wide career fair for on the spot interviews. Additionally, leadership team reviews the data to evaluate the number of students continuing into their field of study, looking for trends throughout the school, and reviewing the guidance services for effectiveness to identify areas for improvement.

SIGNATURES AND ASSURANCES

ASSURANCE OF QUALITY AND ACCOUNTABILITY

✓ As Lead Counselor, I affirm the responses to this school’s K-12 Guidance Plan meet compliance with Title 22 Chapter 339.31-32 Career and Technical Education Standards and are accurate to the best of my knowledge.

Lead Counselor	Date
Mary R. Foulkrod	2024-03-22

CHIEF SCHOOL ADMINISTRATOR

✓ As Chief School Administrator, I affirm the responses to this school's K-12 Guidance Plan meet compliance with Title 22 Chapter 339.31-32 Career and Technical Education Standards and are accurate to the best of my knowledge.

Chief School Administrator	Date
Matthew LaVerde	2024-03-22