

Career Planning Coordinator Board Report

March 2025

Career Planning

- Meeting with struggling students to develop Success Plans that can assist students improve grades and attendance through structured plans coordinated with instructors, sending school counselors, and parents.
- NOCTI/NIMS test preparation
- Meeting with seniors discussing portfolio requirements.
- Managing collection of Occupational Objective Forms from all students.
- Scheduling visits with post-secondary institutions and local business/industry.
- Level 2 and Level 3 students continue to work individually on required certificates, printing certs for career portfolios

NOCTI/NIMS

- **NOCTI pre-test** All Juniors will take the Pre NOCTI exam April 3, 2025.
- NOCTI Testing for the Seniors is scheduled for April 10, 2025 (written portion) and April 23-25, 2025 (performance).
- Downloaded Juniors, ordered tests for Seniors, gathering information on all evaluators, inputting accommodations, scheduling classrooms for different testing days, communicating test schedules with home schools, check computer status in classrooms, ordering evaluator gifts and food for evaluators and students,
- **NIMS testing** On February 26, Seventeen (17) level one Precision Machining students took their first NIMS test. On March 19, six (6) level 2 and 3 students took various parts written assessments.

Student Activities

- **Leadership and Asset Training** with Sam Krahe is wrapping up. Students are completing their seventh and final session. SEL experience for all students follows the Student Centered Culture based on 40 Assets.
- **Monthly Attendance recognition** – prizes awarded to labs with best monthly average.
- **Apprenticeship Panel Day** was held February 21, 2025. See attached summary.
- **Military Day** was held March 7, 2025. See attached summary.
- **Ethic Symposium** sponsored by the Rotary Club of Erie. Fourteen (14) of ECTS students traveled to Mercyhurst University campus to participate in the annual Ethic Symposium. Hanni Nazario and myself chaperoned and attended a presentation on Child Sex Trafficking put on by the District Attorney, Elizabeth Hirz.