**9th Grade Objective:**

**Main Assessments Tools**:

* CFNC Account Set up- Interest Profiler
* Career Cluster Survey
* Learning Style Inventory
* Career Directions- National Guard

**Activities**

* Career Fair/Fall and Spring
* Military Appreciation Week
* Resume building

**10th Grade Objectives:**

**Main Assessments Tools:**

* PLAN ( Scan all documents on flash drive and share)
* CFNC Basic Skills
* Work value sorter
* ASVAB ( December) add Career Exploration

**Activities**

* Career Fair/ Fall and Spring
* Military Appreciation Week
* Resume building

**11th grade Objectives**

**Main Assessments Tools**

* CFNC-Do what you are *( How you deal with people)*
* ACT
* *ASVAB*
* *Ability Profiler*
* *Transferable Skill*

**Activities**

* Career Fair/ Fall and Spring
* Military Appreciation Week
* Resume building

**12th grade Objectives**

**Main Assessments Tools**

* WorkKEY’s ACT- Job Readiness Skills (concentrators)
* ASVAB –Career Explorations, Ability Level
* Work Values-Sorter- CFNC Assessment
* Transferable Skills Checklist- CFNC Assessment
* ACT, SAT

**Activities**

* Career Fair/ Fall and Spring
* Financial Literacy Workshop

**Academic Development Services**

 Provide Career Development Services (grades 9-12) all year

* Classroom presentations
	+ - Resume building
		- CTE classes work ethics and interviewing skills
		- work on community outreach opportunities
		- Guest speakers and internship opportunities
		- Financial Literacy workshop in classrooms all year
* Transcript View for WorkKeys (Check entry dates) Aug. and Feb.
* Career Center visits
* Computer lab presentations

Monitor student course progression in the CTE pathway Aug, Oct, March, June

Write/Update Career Development Plans+ for disadvantaged CTE students Sept, Oct, June

**Career Development Services**

Create and maintain Phillips High School’s Career Development Websiteall year

Observe CTE Month all year

 Military Awareness week September

 Career Fair Oct. and March

 College Application week Nov.

 Observe National Career Development Month Nov.

**Community/Professional Involvement**

 Tour business, industries, agencies and post-secondary training institutions all year

 Participate on committees, boards, organizations, etc all year

 Create and attend Business Alliance Meeting for Phillips all year

**Data collection**

ACT WorkKeys (12th grade CTE students and courses) all year

 December and February

ASVAB Results (10th through 12th Grade) October and April

PLAN and CFNC Assessment results all year

**Personal/Social Development**

 Provide employability skills sessions (Mock Interviews) all year

**Test Coordination**

 Aug, Jan, May

* + Elements-pretest, benchmark and post-tests
		- (Inventory tests & supplies; provide test admin training, etc.)
	+ Armed Services Vocational Aptitude Battery (ASVAB) Fall and Spring
* Assist with other school based standardized tests all year

**Transitional Services**

* Work with senior advisor all year
	+ Serve as military, agency and industry liaison all year
	+ Work with Dean of students for Career and College Promise
	+ Coordinate senior participation in Reality March-June
	+ Attend & Assist with College Fair Services all year

**Workbased Learning**

* + Coordinate, monitor and evaluate senior interns all year
	+ Coordinate job shadowing all year

**Professional Development**

* + Attend School Team Meetings Monthly
	+ CTE Summer Conference July
	+ Attend North Carolina Workforce Conference Aug.
	+ CARCRO Conference Sept.
	+ CFNC Conference Sept.
	+ ACT Work Keys Conference Oct. 3

**ALL YEAR**

**Academic Development services**

Provide Career Development Services (grades 9-12)

* Classroom presentations
* Career Center visits
* Computer lab presentations

**Career Development Services**

 Maintain career center with printed, software and internet-based resources

**Community/Professional Involvement**

 Tour business, industries, agencies and post secondary training institutions

 Participate on committees, boards, organizations, etc

**CTE Teacher Support**

 Coordinate instruction support

**Personal/Social Development**

 Provide employability skills sessions

Serve on school-based committees-CTE, Guidance, CDC, and SIP Team

**Transitional Services**

 Serve as military, agency and industry liaison

 Collaborate with Dean for Career and College Promise

**Workbased Learning**

 Coordinate, monitor and evaluate senior interns

**August**

* Registration of new students, schedule changes and conflict resolution
* Check CTE course offerings, enrollment in classes, and student’s prerequisites for course
* Coordinate Pretest, benchmark (Elements)

**September**

* Registration of new students, schedule changes and conflict resolution
* Coordinate military visits
* Classroom presentations test dates, post-secondary information, resources available, etc
* Faculty and department meetings (CTE, Guidance, CDC, AVID, Administration, Accountability)
* Conduct individual and small group career guidance with students
* Assist classes with career development plans
* Coordinate CTE enrollment forms submission
* CTE classes Orientation to the Career Center resources
* PTSA Events
* Career Guidance in classes
* Career Assessment with students
* Attend CACRAO meeting in Raleigh
* Confirm placement for co-op, internship, and apprenticeship students

**October**

* Symposium for Counselors, Educations and HS students
* College fair
* Career assessment with students
* PSAT
* PLAN
* ASVAB
* Submit grades for Dual Enrollment and Internship students
* Consult with Pathway Transfer students failing 1st quarter courses
* Consult with students failing CTE courses
* Conduct individual and small group career guidance with students
* Faculty and department meetings (CTE, Guidance, CDC, Administration, Accountability

**November**

* Observe National Career Development Month
* Conduct individual and small group career guidance with students
* CDC Regional Meeting
* NCSCA Conference
* Identify CTE Concentrators; prepare student and parent letters, etc
* Meeting CTE Concentrators

**December**

* Preparation for second semester registration, schedule changes, etc
* Collect grades for dual enrollment and internships students
* Individual and small group guidance with students
* Financial Literacy Activity ( with Junior and Seniors though CFNC)

**January**

* Second semester registration, schedule changes
* Begin registration process for next year.
* Coordinate ASVAB results interpretation sessions

**February**

* Middle school visits for pathway orientation of rising 9th graders
* Maintain career center and job information board
* National Career and Technical Education week activities
* Financial aid student sessions with educational assistance program representatives
* ASVAB results interpretations session
* ASSET test interpretation sessions with CTE concentrators

**March**

* Review and update career development plans with students
* Work with middle schools with registration/orientation of rising 9th graders
* Identify 2nd semester CTE Concentrators, prepare parent and student letters
* Begin meeting with CTE concentrators
* COMPASS placement test for community college

**April**

* Dual enrollment student’s registration and orientation
* ASVAB Testing

**May**

* Assist senior with resume preparation for Job Fair
* Conduct employability skills sessions with Job Fair participants
* CTE job fair
* Career and academic advisement with students
* Administer advance placement test
* Planning for next year
* Begin coordination of Elements post tests for all CTE courses

**June**

* Registration process continues
* Complete end of the year reports
* Review CTE student schedules with Dean