**AREA CAREER CENTER COUNSELING PROGRAM OVERVIEW**

The Area Career Center Counselor provides a critical function in positively affecting student success by building workplace skills, working with students to identify their skills and talents, and addressing any social and emotional issues that might impede a student’s success in their CTE classes. The Area Career Center Counselor links the area center and local business/industry, postsecondary institutions and all sending/feeder schools, as well as collaboration with parents/families in order to support student goals and improve CTE program completion. The Area Career Center Counselor works collaboratively with area career center instructional staff, administrators, teachers, special education professionals in support of student participation and goals.

There are five essential areas of responsibility within the area career center counseling program, including: 1. Recruitment, orientation and selection; 2. School Counseling; 3. Instructional support; 4. Student placement; and 5. Follow up for program improvement.

**ESSENTIAL RESPONSIBILITIES AND DUTIES**

Recruitment, Orientation, and Selection

STANDARD 1: Assists students with awareness of and selection of programs associated with their Individual Career and Academic Plan (ICAP).

1A. Recruitment and orientation materials are developed and disseminated to sending schools to support the development of the students' ICAP.

1B. Effective recruitment activities are developed and implemented for students with special attention to underrepresented populations.

1C. Admission procedures and policies are defined and reviewed and disseminated to Area Career Center stakeholders.

1D. Through a cooperative effort with sending schools, student information is shared and utilized in making appropriate Area Career Center program placement decisions.

1E. An orientation to the Area Career Center is conducted for sending school personnel.

1F. Dual or articulated credit is offered to Area Career Center students who successfully master college level competencies within their Area Career Center program,

**School Counseling**

STANDARD2: Assist students in continuing their academic, career, and social-emotional development.

2A. Area Career Center staff and students are oriented to the school counseling program.

2B. Appropriate secondary student records are maintained.

2C. Assist students in making informed decisions about their academic, career, and social-emotional development.

2D. Appropriate information is used to assist students in making career and educational decisions

2E. Area Career Center Area Career Center personnel assist in the individual planning process including the development of the ICAP.

*2*F. Area Career Center Area Career Center school counseling personnel provide sending schools with student information related to academic, career and social-emotional development.

2G. The benefits of the Area Career Center school counseling program are promoted to Career Center stakeholders.

2H. Area Career Center school counseling program materials and policies are reviewed in accordance with district policy to ensure they are free from bias, stereotyping and discriminatory references.

2I. Referral services are provided for students when needs are beyond the training and expertise of school personnel.

**Instructional Support**

STANDARD 3:Provides instructional support of an appropriate type and level as needed for all students.

3A. Students with disabilities are enrolled in career and technology education programs based on their documented interest and ability, work history, current IEP/accommodation plan provisions and/or their ICAP.

3B. A representative of the Area Career Center is included on Individual Educational Plan (IEP)/Section 504 teams for students with disabilities enrolled in a program. IEP goals and methods for monitoring and reporting student progress in CTE are developed cooperatively between the Area Career Center and the sending school. The Area Career Center has the latest copy of the IEP/Section 504 on file.

3C. Academic instructional support is provided.

3D. Academic instruction is modified and alternative methods of instruction are used as required to accommodate identified needs of students with disabilities.

3E. Instructors are involved in the development of accommodations and modifications to instruction for students with disabilities.

3F. Facilities, equipment and materials are fully accessible to students with disabilities.

3G. Through a cooperative effort with sending school personnel, support services are identified based on assessment results and individual student needs. Delivery is documented through a career plan, IEP or accommodation plan.

3H. Students who speak English as a second language receive assistance in developing workplace fluency in English language communication, including speaking, reading, and writing.

3I. Career Center instructors are provided with resources and assistance in meeting accommodations for students with identified plans.

3J. Individual Educational Plans (IEP's) and Section 504 plans, including accommodations and transition plans, are on file at the area center and implemented.

**Placement**

STANDARD 4: Assist students with transitions into postsecondary education, apprenticeships, the workforce, and the military.

4A. The Area Career Center informs students prior to program completion of the availability of placement services.

4B. An electronic system such as Missouri Connections is being utilized to provide college and career information.

4C. The Area Career Center assists all students in developing employability skills.

4D. The students are provided opportunities for interaction with industry representatives and post secondary institutions.

4E. Curriculum for job seeking and job retention has been developed and implemented.

4F. Students are assisted in developing career portfolios.

4G. High school seniors receive assistance with college admission, including financial aid, scholarship applications, and college entrance exams.

4H. Industry and postsecondary institutions are provided information on the Area Career Center's programs, services, and facilities.

4I. Employment needs of potential employers are identified and used in program development.

4J. The Area Career Center maintains regular contact with businesses and industries as well as creates and maintains a current list of job openings accessible to all staff and students to facilitate employment of completers.

4K. The Area Career Center informs students prior to program completion of the availability of job placement services.

 4L. The Area Career Center gives eligible students an equal opportunity to respond to job referrals.

4M. Members of special populations are provided opportunities to practice employability skills.

4N. Students with disabilities are provided information about requesting accommodations needed for occupational competency and/or licensure*/*certification tests.

40. The Area Career Center provides job placement assistance to completers of full time programs after program completion.

**Follow-Up**

STANDARD 5:Collects and uses data obtained in an appropriate manner from students and other sources to improve programs.

5A. Follow-up surveys are conducted.

5B. Data pertaining to the performance of students and programs are monitored, analyzed, used to develop program improvements, and disseminated to all stakeholders.