

Chuck Shaw Technical Education Center

Placement Plan

2023-2024

Scope

CSTEC' strives to provide new students, current students, and alumni with services that will help them prepare and search for job opportunities. To help all students achieve their goals our center has a systematic plan to ensure students have an optimal opportunity to obtain employment.

A Student Placement Plan is in place to ensure CSTEC has a systemic plan to review and improve student placement.

Roles & Responsibilities

- **Case Manager**

The Career Specialist works closely with students, identifying their strengths, weaknesses, and interests and researching career possibilities and job openings. The career specialist meets with each student and works with them, keeping detailed records on their progress. Additionally, the career specialist keeps track of student placement information.

- **School Counselor**

The School Counselor helps the student plan their higher education experience, serve as a mentor/counselor, and make sure that the student is on track to complete their program and graduate. Our School Counselor is an advocate for the students and is essential in guiding students to stay connected to our school.

- **Career Navigator**

Career Navigators are another resource that provides students with support with resume writing, interviewing skills, and understanding job offers.

- **Instructors**

CTE instructors teach students the soft skills necessary for the specific industry they are looking to start a career in. Our instructors have relationships with area employers and serve as conduits connecting students and businesses.

Communication

The Career Specialist is the contact point for all job postings. All job openings that the center is made aware of by business partners are collected and sent out to students through their classroom teachers. Additionally, we conduct job fairs and post job openings on the poster board by the main entrance.

Employers

Mariposa, A Better Way Home Care, and are among the employers for whom CSTECC lists job opportunities. Additionally, our center works closely with our workforce board CareerSource.

Counseling of Students

Students are offered counseling before, throughout, and at the conclusion of each program by our career specialist or the guidance counselor.

Maintenance of Records

The Career specialist is responsible for keeping accurate records of all students completing a program. Additionally, the advisor and support staff are responsible for verifying employment with employers and keeping in touch with students that have not yet secured employment.

Annual Evaluation of Plan

The Career specialist is charged with reporting placement data on a term-by-term basis. Aggregate data is compiled at the end of the year and shared with instructors, staff and administration. If needed an improvement plan is developed for this service.

Sharing of Results

Placement data is shared at the end of each term with instructors, staff and administrators. Year end data is shared on the in-service week.