

# **Chuck Shaw Technical Education Center**

## **Placement Plan**

**2024-2025**

### **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 Case Manager functions as a Career Navigator. She works closely with students, identifying their strengths, weaknesses, and interests and researching career possibilities and job openings. The case manager meets with each student and works with them, keeping detailed records on their job search progress. Additionally, the case manager 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.
- **Instructors**  
CTE instructors assist with fine tuning specific skills our business partners or occupational advisory committee members recommend. They 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 Case Manager 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**

The Case Manager compiles and maintains a list of current employers and business partners who are available to employ our students. Quest Diagnostics, OneBlood, Aqua Home Health, Charmed Life, 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 Case Manager or the school counselor.

### **Maintenance of Records**

The Case Manager 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 Case Manager 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 during the first week of school. The data is shared at other school-wide and community events.