

## **Chuck Shaw Technical Education Center**

### **Student Services Effectiveness Plan**

**2023-2024**

#### **Scope**

CSTEC understands the importance of connecting students with services that address needs outside the classroom. Three main services we provide are accessible to a career center, a guidance department and access to tutoring services. These services are available to new students, current students, and alumni. To help all students achieve their goals our center has a systematic plan to ensure students have an optimal opportunity to obtain access to services.

#### **Services Provided**

- Career Center
  - Students can receive help from our career specialist to identify a career track, create a resume, practice job interview skills, and more.
- Guidance Department
  - Students can speak with a school counselor to request a schedule change or to discuss social/emotional issues that impact learning.
- Tutoring Services
  - Tutors are available on a limited basis. The teacher will notify the administration when extra resources are needed.

#### **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 counselor meets with each student and works with them, keeping detailed records on their progress. Additionally, the counselor 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 Counselor**

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

- **Instructors**

CTE instructors are aware of all the services provided at our center and can guide students to the correct resources. Instructors, at times, tutor students.

- **Intern and Volunteers**

Interns and Volunteers are available to students who need assistance in their core classes or basic skills attainment.

### **Counseling of Students**

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

### **Annual Evaluation of Plan**

CSTEC sends out a student survey at the end of each program to determine and acquire feedback on the services being offered. Administration reviews and considers feedback acquired through the survey for program improvement/effectiveness.

### **Sharing of Results**

Student service effectiveness data is shared at the end of each year with instructors, staff and administrators. Year-end data is shared during the in-service week.