**Instructions:**

Begin recording potential task items for your work plan for the academic year. As you begin to list your tasks, tie your job description to your action items, make sure not to forget “other duties as assigned”. Consider meeting with your supervisor to review.

**AUGUST**

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| --- | --- |
| **Action Item** | **Objective/Job Description/****Essential Standard/Competency** |
| * Assist with the planning of school-wide opening meeting
* Back to school meetings with school counselors, CDC, faculty, employers and students
* Assist CTE instructors/CDC with start of the year (new procedures, etc.)
* Meet/coordinate employer site visits
* Set up timeline for Career Assessment for school year
* Work with CDC to identify special populations students, i.e., at-risk
* Assess CTE/CCP classes
* Begin identifying career pathways for students
* Attend Weekly CDC meetings
* Attend monthly staff meetings
* Start fall term collection of Career Coach Data
 | * Job Description Objectives
* National Career Development Association (NCDA) Competencies: Helping Skills, Diverse Populations, Ethical and Legal Issues, Assessment, Technology, Employability Skills, Program Management and Implementation, Promotion and Public Relations
 |

**SEPTEMBER**

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| **Action Item** | **Objective/Job Description/Essential Standard** |
| * Visit all classrooms and discuss your role at the school/importance of career development/pathways
* Work with CDC to administer Career Assessment Inventories, i.e., CFNC
* Attend workforce development related meetings
* Conduct employer site visits
* Send request reminders to students, CDC, instructors—your availability to meet
* Teach/co-facilitate a career lesson
* Begin planning process for Career Fair—working collaboratively with CDC, counselors, faculty, students
* Attend Weekly CDC Meetings
* Attend/coordinate Industry Tours
* Attend monthly HS staff meeting, i.e., meet with HS Principle
* Support resource for teachers, students, CDC, and other staff (monitor student progress)
* Collect Career Coach Data
 | * Job Description Objectives
* NCDA Competencies: Helping Skills, Diverse Populations, Ethical and Legal Issues, Assessment, Technology, Employability Skills, Program Management and Implementation, Promotion and Public Relations
 |

**OCTOBER**

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| **Action Item** | **Objective/Job Description/Essential Standard** |
| * Complete identifying students for CTE/CCP
* Attend industry tours with students
* Teach/co-facilitate career lesson
* Finalize planning for Career Fair in collaboration with CDC/counselor/instructors/students
* Coordinate career assessment, i.e., CFNC
* Attend Fall CDC Conference
* Share info about ASVAB Testing—coordinate a recruiters’ site visit—collaborate with CDC
* Attend weekly CDC meetings
* Support resource for teachers, students, CDC, and other staff (monitor student progress)
* Gather needs/wants lists (student interest survey)
* Coordinate/attend industry tour
* Attend monthly staff meeting
* Collect Career Coach Data
 | * Job Description Objectives
* NCDA Competencies: Helping skills, Diverse Population, Ethical and Legal Issues, Assessment, Technology, Employability Skills, Program Management and Implementation, Promotion and Public Relations
 |

**NOVEMBER**

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| **Action Item** | **Objective/Job Description/Essential Standard** |
| * CFNC Application Week
* Meet with Special Populations and provide CDC/teacher/student support
* Meet with failing students
* Teach/co-facilitate career lesson
* Attend weekly CDC meetings
* Attend/conduct Industry Tour/field trips
* Assist in planning Career Fair with CDC
* Identify at-risk students and guide them on a career pathway
* Attend monthly staff meetings
* Collect Career Coach Data
 | * Job Description
* NCDA Competencies: Helping Skills, Diverse Populations, Ethical and Legal Issues, Assessment, Technology, Labor Market Information and Resources, Employability Skills, Program Management and Implementation, Promotion and Public Relations
 |

**DECEMBER**

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| **Action Item** | **Objective/Job Description/Essential Standard** |
| * Teach/co-facilitate career lesson
* Attend weekly CDC meetings
* Support resource for teachers, students, CDC, and other staff (monitor students’ progress)
* Attend monthly staff meeting
* Collect Career Coach Data
 | * Job Description Objectives
* NCDA Competencies: Helping Skills, Diverse Populations, Ethical and Legal Issues, Assessment, Technology, Employability Skills, Program Management and Implementation, Promotion and Public Relations
 |

**JANUARY**

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| **Action Item** | **Objective/Job Description/Essential Standard** |
| * Collaborate with CDC to assist/coordinate student internships/apprenticeships for 2nd semester
* Work with counselors/instructors to identify special populations students and begin the career pathway process discussion
* Support resource for teachers, students and other staff
* Attend Industry Tour(s)
* Attend monthly staff meeting
* Collect Spring Career Coach Data
 | * Job Description
* NCDA Competencies: Helping Skills, Diverse Populations, Ethical and Legal Issues, Assessment, Technology, Employability Skills, Program Management and Implementation, Promotion and Public Relations
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**FEBRUARY**

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| **Action Item** | **Objective/Job Description/Essential Standard** |
| * Advertise for following academic year
* Teach/co-facilitate career lesson
* Advertise for CTE/CCP
* CTE Month Activities
* Job Shadowing Day
* Plan for spring term Career Fair—work closely with local workforce board, CDC, instructors and other staff
* Visit all CTE/CCP/other classrooms and discuss your role at the school/importance of career development
* Attend industry tour
* Assist school officials on “Parent Night” program
* Attend monthly staff meeting
* Collect Career Coach Data
 | * Job Description
* NCDA Competencies: Helping Skills, Diverse Populations, Ethical and Legal Issues, Assessment, Technology, Employability Skills, Program Management and Implementation, Promotion and Public Relations
 |

**MARCH**

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| **Action Item** | **Objective/Job Description/Essential Standard** |
| * Teach/co-facilitate career lesson
* Collaboratively/finalize details for Spring Career Fair
* Support resources for teachers, students, and other staff (monitor student progress)
* Attend/coordinate employer field trips
* Collaboratively with CDC, plan/host military recruiters
* Share ASVAB info with students
* Attend weekly CDC meetings
* Attend monthly staff meeting
* Collect Career Coach Data
 | * Job Description Objectives
* NCDA Competencies: Helping Skills, Diverse Populations, Ethical and Legal Issues, Assessment, Technology, Employability Skills, Program Management and Implementation, Promotion and Public Relations
 |

**APRIL**

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| **Action Item** | **Objective/Job Description/Essential Standard** |
| * Spring Career Fair occurs
* Attend CDC Regional Meeting
* Identify at-risk students and meet with them
* Attend field trips
* Attend industry tours
* Support resource for teachers, students, and other staff (monitoring of student progress)
* Attend monthly staff meeting
* Collect Career Coach Data
 | * Job Description Objectives
* NCDA Competencies: Helping Skills, Diverse Populations, Ethical and Legal Issues, Assessment, Technology, Employability Skills, Program Management and Implementation, Promotion and Public Relations
 |

**MAY**

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| **Action Item** | **Objective/Job Description/Essential Standard** |
| * Teach/co-facilitate career lesson
* Attend weekly CDC meetings
* Facilitate/attend industry tours
* Support resource for teachers, CDC, students, and other staff (monitor student’s progress)
* Plan summer career exploration exercises
* Attend monthly staff meetings
* Collect Career Coach Data
 | * Job Description Objectives
* NCDA Competencies: Helping Skills, Diverse Populations, Ethical and Legal Issues, Assessment, Technology, Employability Skills, Program Management and Implementation, Promotion and Public Relations
 |

**JUNE**

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| **Action Item** | **Objective/Job Description** |
| * Career Coach Data—due end of June
* Support resource for teachers, students, CDC, and other staff
* Attend weekly CDC meetings
* Prepare/finalize summer career exploration activities
* Wrap up end of year—close out files, etc.
* Begin planning process for next school year
 | * Job Description Objectives
* NCDA Competencies: Helping Skills, Diverse Populations, Ethical and Legal Issues, Assessment, Technology, Employability Skills, Program Management and Implementation, Promotion and Public Relations
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**JULY**

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| **Action Item** | **Objective/Job Description/Essential Standard** |
| * Attend CTE Summer Conference
 | * Job Description Objectives
* NCDA Competencies: Helping Skills, Diverse Populations, Ethical and Legal Issues, Assessment, Technology, Employability Skills, Program Management and Implementation, Promotion and Public Relations
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