**New Career Coach Work Plan**

**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.

**AUGUST**

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| **Action Item** | **Objective/Job Description/Essential Standard/Competency** |
| * Back to school meetings with school counselors, CDC, faculty, employers and students
* Work with CDC to identify special populations students, i.e., at-risk
* Begin identifying career pathways for students
* Attend Weekly CDC meetings
* Attend monthly staff meetings
 | * 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
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**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 and pathways
* Work with CDC to administer Career Assessment Inventories, i.e., CFNC
* Attend workforce development related meetings
* Send request reminders to students, CDC, instructors—your availability to meet
* Begin planning process for Career Fair—working collaboratively with CDC, counselors, faculty, students
* Attend Weekly CDC Meetings
* Attend Industry Tours
* Attend monthly HS staff meeting, i.e., meet with HS Principal
* Support resource for teachers, students, CDC, and other staff (monitor student progress)
 | * 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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**OCTOBER**

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| **Action Item** | **Objective/Job Description/Essential Standard** |
| * Complete identifying students for CTE/CCP
* Coordinate career assessment, i.e., CFNC
* Attend CDC Conference
* Attend weekly CDC meetings
* Support resource for teachers, students, CDC, and other staff (monitor student progress)
* Attend monthly staff meeting
 | * 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
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**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
* Attend weekly CDC meetings
* Attend Industry Tour/field trips
* Attend monthly staff meetings
 | * 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
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**DECEMBER**

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| **Action Item** | **Objective/Job Description/Essential Standard** |
| * Finish data entry for fall semester in anticipation of annual report
* Attend weekly CDC meetings
* Support resource for teachers, students, CDC, and other staff (monitor students’ progress)
* Attend monthly staff meeting
 | * 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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**JANUARY**

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| **Action Item** | **Objective/Job Description/Essential Standard** |
| * 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
 | * 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
* Advertise for CTE/CCP
* 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, and the importance of career development
* Attend industry tour
* Assist school officials on “Parent Night” program
* Attend monthly staff meeting
 | * 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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**MARCH**

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| **Action Item** | **Objective/Job Description/Essential Standard** |
| * 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
* Attend weekly CDC meetings
* Attend monthly staff meeting
 | * 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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**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 and industry tours
* Support resource for teachers, students, and other staff (monitoring of student progress)
* Attend monthly staff meeting
 | * 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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**MAY**

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| **Action Item** | **Objective/Job Description/Essential Standard** |
| * 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
 | * 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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**JUNE**

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| **Action Item** | **Objective/Job Description** |
| * Complete data entry for annual report due June 30th
* Support resource for teachers, students, CDC, and other staff
* Attend weekly CDC meetings
* Prepare/finalize summer career exploration activities
* 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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