**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 |

**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 |

**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 |

**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 |

**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 |

**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 |

**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 |

**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 |

**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 |

**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 |

**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 |

**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 |