K-12 School Guidance Plan

Date

School District Name

School District Logo

Contents

[A. Counselor Related Items of the Plan 1-3 3](#_Toc528592028)

[1. School Counselors and Assignments 3](#_Toc528592029)

[2. Role of the School Counselor: ASCA 4](#_Toc528592030)

[3. Job Description linked to the Counselor Evaluation Process 5](#_Toc528592031)

[B. Program Delivery Related Items of the Plan 4-9 6](#_Toc528592032)

[4. School Counseling Department Mission Statement 6](#_Toc528592033)

[5. Program Calendar by Domain and Level: 7](#_Toc528592034)

[6. Program Delivery by Tier and System Support: 7](#_Toc528592035)

[7. Curriculum Action Plan: 16](#_Toc528592036)

[8. Annual Program Goals: 29](#_Toc528592037)

[9. Individualized Academic & Career Plan Process and Portfolio 32](#_Toc528592038)

[C. Stakeholder Engagement Items of the Plan 10-11 37](#_Toc528592039)

[10. Stakeholder Engagement: 37](#_Toc528592040)

[11. School Guidance Program Advisory Council: 42](#_Toc528592041)

[D. Career Pathway Awareness Items of the Plan 12-13 43](#_Toc528592042)

[12. Career and Postsecondary Resources Supporting the CEW Standard Strands and Career Pathways (or Clusters) 43](#_Toc528592043)

[13. Career and Technology Center Strategies: 46](#_Toc528592044)

# A. Counselor Related Items of the Plan 1-3

## School Counselors and Assignments

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| **Counselor’s Name** | **Building** | **Ratio** |
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## Role of the School Counselor: ASCA

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| Role | Level | Evidence of Role |
| **Leader** | Elementary |  |
|  | Middle |  |
|  | High School |  |
| **Advocate** | Elementary |  |
|  | Middle |  |
|  | High |  |
| **Collaborator** | Elementary |  |
|  | Middle |  |
|  | High |  |
| **Systemic Change Agent** | Elementary |  |
|  | Middle |  |
|  | High School |  |

## Job Description linked to the Counselor Evaluation Process

Examples or areas of responsibility listed in the counselor job description linked to the evaluation process

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| Counselor Level | Domain 1  Planning and Preparation | Domain 2  Environment | Domain 3  Delivery | Domain 4  Professional Development |
| Elementary |  |  |  |  |
| Middle |  |  |  |  |
| High School |  |  |  |  |

# B. Program Delivery Related Items of the Plan 4-9

## School Counseling Department Mission Statement

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| **District Mission Statement** |
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| **K-12 School Counseling Mission Statement** |
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## Program Calendar by Domain and Level:

## Program Delivery by Tier and System Support:

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| --- | --- | --- | --- | --- | --- | --- |
| Item  Month/Domain/Item | Curriculum-(Tier 1) | Responsive- (Tier 2) | Individual Academic/Career  Counseling | System  Support | Non-Counselor  Related | |
| **September** |  |  |  |  |  | |
| Academic: |  |  |  |  |  | |
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| Career: |  |  |  |  |  | |
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| Social/Emotional: |  |  |  |  |  | |
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| **October** |  |  |  |  |  | |
| Academic: |  |  |  |  |  | |
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| Career: |  |  |  |  |  | |
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| Social/Emotional: |  |  |  |  |  | |
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| **November** |  |  |  |  |  | |
| Academic: |  |  |  |  |  | |
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| Career: |  |  |  |  |  | |
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| Social/Emotional: |  |  |  |  |  | |
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| **December** |  |  |  |  |  |
| Academic: |  |  |  |  |  | |
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| Career: |  |  |  |  |  | |
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| Social/Emotional: |  |  |  |  |  | |
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| **January** |  |  |  |  |  |
| Academic: |  |  |  |  |  | |
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| Career: |  |  |  |  |  | |
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| Social/Emotional: |  |  |  |  |  | |
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| **February** |  |  |  |  |  |
| Academic: |  |  |  |  |  | |
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| Career: |  |  |  |  |  | |
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| Social/Emotional: |  |  |  |  |  | |
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| **March** |  |  |  |  |  |
| Academic: |  |  |  |  |  | |
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| Career: |  |  |  |  |  | |
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| Social/Emotional: |  |  |  |  |  | |
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| **April** |  |  |  |  |  |
| Academic: |  |  |  |  |  | |
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| Career: |  |  |  |  |  | |
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| Social/Emotional: |  |  |  |  |  | |
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| **May** |  |  |  |  |  |
| Academic: |  |  |  |  |  | |
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| **June** |  |  |  |  |  |
| Academic: |  |  |  |  |  | |
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| Career: |  |  |  |  |  | |
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| **July** |  |  |  |  |  |
| Academic: |  |  |  |  |  | |
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| **August** |  |  |  |  |  |
| Academic: |  |  |  |  |  | |
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| Career: |  |  |  |  |  | |
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**Elemenatry**

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| Ongoing Counselor Related Activity | **Curriculum (Tier 1)** | **Responsive(Tier 2)** | Individual Academic/ Career  Counseling | System  Support; Counselor Related | System Support: Non-Counselor  Related  **Calculate Hours per Year** |
| Academic: |  |  |  |  |  |
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| Career: |  |  |  |  |  |
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| Social/Emotional: |  |  |  |  |  |
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**Middle School**

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| Ongoing Counselor Related Activity | **Curriculum (Tier 1)** | **Responsive (Tier 2)** | Individual Academic/ Career  Counseling | System  Support; Counselor Related | System Support: Non-Counselor  Related  **Calculate Hours per Year** |
| Academic: |  |  |  |  |  |
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| Career: |  |  |  |  |  |
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**High School**

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| Ongoing Counselor Related Activity | **Curriculum (Tier 1)** | **Responsive (Tier 2)** | Individual Academic/ Career  Counseling | System  Support; Counselor Related | System Support: Non-Counselor  Related  **Calculate Hours per Year** |
| Academic: |  |  |  |  |  |
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| Career: |  |  |  |  |  |
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| Social/Emotional: |  |  |  |  |  |
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## Curriculum Action Plan:

**Kindergarten Curriculum Action Plan**

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| **Lesson, Event, or Unit Theme** | **Career Standard or Mindset & Behavior** | **Curriculum & Materials** | **Start & End Dates** | **# of Students Taught** | **Location** | **Stakeholder Teaching Standard** | **Contact Person** | **Indicator** |
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**Grade 1 Curriculum Action Plan**

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| **Lesson or Program Content** | **ASCA Domain or CEW Standard** | **Curriculum & Materials** | **Start & End Dates** | **# of Students Affected** | **Location** | **Stakeholder Teaching Standard** | **Contact Person** | **Indicator** |
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**Grade 2 Curriculum Action Plan**

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| **Lesson or Program Content** | **ASCA Domain or CEW Standard** | **Curriculum & Materials** | **Start & End Dates** | **# of Students Affected** | **Location** | **Stakeholder Teaching Standard** | **Contact Person** | **Indicator** |
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**Grade 3 Curriculum Action Plan**

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| **Lesson or Program Content** | **ASCA Domain or CEW Standard** | **Curriculum & Materials** | **Start & End Dates** | **# of Students Affected** | **Location** | **Stakeholder Teaching Standard** | **Contact Person** | **Indicator** |
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**Grade 4 Curriculum Action Plan**

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| **Lesson or Program Content** | **ASCA Domain or CEW Standard** | **Curriculum & Materials** | **Start & End Dates** | **# of Students Affected** | **Location** | **Stakeholder Teaching Standard** | **Contact Person** | **Indicator** |
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**Grade 5 Curriculum Action Plan**

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| **Lesson or Program Content** | **ASCA Domain or CEW Standard** | **Curriculum & Materials** | **Start & End Dates** | **# of Students Affected** | **Location** | **Stakeholder Teaching Standard** | **Contact Person** | **Indicator** |
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**Grade 6 Curriculum Action Plan**

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| **Lesson or Program Content** | **ASCA Domain or CEW Standard** | **Curriculum & Materials** | **Start & End Dates** | **# of Students Affected** | **Location** | **Stakeholder Teaching Standard** | **Contact Person** | **Indicator** |
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**Grade 7 Curriculum Action Plan**

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| **Lesson or Program Content** | **ASCA Domain or CEW Standard** | **Curriculum & Materials** | **Start & End Dates** | **# of Students Affected** | **Location** | **Stakeholder Teaching Standard** | **Contact Person** | **Indicator** |
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**Grade 8 Curriculum Action Plan**

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| **Lesson or Program Content** | **ASCA Domain or CEW Standard** | **Curriculum & Materials** | **Start & End Dates** | **# of Students Affected** | **Location** | **Stakeholder Teaching Standard** | **Contact Person** | **Indicator** |
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**Grade 9 Curriculum Action Plan**

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| **Lesson or Program Content** | **ASCA Domain or CEW Standard** | **Curriculum & Materials** | **Start & End Dates** | **# of Students Affected** | **Location** | **Stakeholder Teaching Standard** | **Contact Person** | **Indicator** |
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**Grade 10 Curriculum Action Plan**

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| **Lesson or Program Content** | **ASCA Domain or CEW Standard** | **Curriculum & Materials** | **Start & End Dates** | **# of Students Affected** | **Location** | **Stakeholder Teaching Standard** | **Contact Person** | **Indicator** |
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**Grade 11 Curriculum Action Plan**

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| **Lesson or Program Content** | **ASCA Domain or CEW Standard** | **Curriculum & Materials** | **Start & End Dates** | **# of Students Affected** | **Location** | **Stakeholder Teaching Standard** | **Contact Person** | **Indicator** |
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**Grade 12 Curriculum Action Plan**

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| **Lesson or Program Content** | **ASCA Domain or CEW Standard** | **Curriculum & Materials** | **Start & End Dates** | **# of Students Affected** | **Location** | **Stakeholder Teaching Standard** | **Contact Person** | **Indicator** |
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## Annual Program Goals:

**Level: Elementary** Year(s)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| Smart Format | **Academic** | **Career** | **Social/Emotional** |
| **S**pecific: What is the specific issue based on your schools’ data? |  |  |  |
| **M**easurable: How will we measure the effectiveness of our interventions? |  |  |  |
| **A**ttainable: What outcome would stretch us but is still attainable |  |  |  |
| **R**esults: Is the goal reported in results- oriented data (process, perception, and outcome?) |  |  |  |
| **T**imeline: When will our goal be accomplished? |  |  |  |

**Annual Program Goals**

**Level: Middle School Year(s)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |
| --- | --- | --- | --- |
| Smart Format | **Academic** | **Career** | **Social/Emotional** |
| **S**pecific: What is the specific issue based on your schools’ data? |  |  |  |
| **M**easurable: How will we measure the effectiveness of our interventions? |  |  |  |
| **A**ttainable: What outcome would stretch us but is still attainable |  |  |  |
| **R**esults: Is the goal reported in results- oriented data (process, perception, and outcome?) |  |  |  |
| **T**imeline: When will our goal be accomplished? |  |  |  |

**Annual Program Goals**

**Level: High School Year(s)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |
| --- | --- | --- | --- |
| Smart Format | **Academic** | **Career** | **Social/Emotional** |
| **S**pecific: What is the specific issue based on your schools’ data? |  |  |  |
| **M**easurable: How will we measure the effectiveness of our interventions? |  |  |  |
| **A**ttainable: What outcome would stretch us but is still attainable |  |  |  |
| **R**esults: Is the goal reported in results- oriented data (process, perception, and outcome?) |  |  |  |
| **T**imeline: When will our goal be accomplished? |  |  |  |

## Individualized Academic & Career Plan Process and Portfolio

**Section One: Career Development Intervention Chart: Tier One Interventions**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Grade | CEW 13.1:  Career Awareness | CEW 13.2:  Career Acquisition | CEW 13.3:  Career Retention | CEW 13.4:  Entrepreneurship |
| K |  |  |  |  |
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**Section Two: Academic and Career Plan Process**

|  |  |
| --- | --- |
| **1. Demographics** | **Process Description** |
| * What grade will the Plan and Portfolio Start? |  |
| * Will the plan/portfolio be electronic, hard copy or both? |  |
| * Who will be responsible for maintaining the portfolio? |  |
| * What demographic information will be included on the student portfolio? |  |
| **2. Interventions, Assessments & Decisions** | **Process Description by Grade based on when the plan starts.**  **What the students can know and do at each grade level and in each strand of the Career Education and Work Standards.** |
| Grade 6 |  |
| Grade 7 |  |
| Grade 8 |  |
| Grade 9 |  |
| Grade 10 |  |
| Grade 11 |  |
| Grade 12 |  |

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| --- |
| **Student Development of their Plan:**  **Interventions and decisions by students and families during each grade** |
|  |

|  |  |
| --- | --- |
| **3. Parental & Guardian Engagement** | **What strategies will be used to inform parents/guardians to engage them in the Academic/Career Plan and Portfolio process for their children?** |
| Level of Parent & Guardians | Awareness and Engagement Strategies |
| Elementary Parents & Guardians |  |
| Middle School Parents & Guardians |  |
| High School Parents & Guardians |  |

|  |  |
| --- | --- |
| **4. Faculty/Administrator Engagement:** | **What strategy will be used to inform teachers/administrators in the process of development, maintenance and presentation of the plan and portfolio in elementary, middle and high school?** |
| Level of Educators & Administrators | Awareness and Engagement Strategies |
| Elementary |  |
| Middle School/Junior High |  |
| High School |  |

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| --- | --- |
| **5. Plan/Portfolio Sustainability and Review** | **What strategies will be developed to assist students with updating and sustaining the plan/process?** |
| * How will the plan and portfolio be revisited each year while in middle school and high school? |  |
| * What process will be used for the student to present the information on their plan at various times (i.e. Exit Interview or other events)? |  |

**Section Three: Student Academic and Career Portfolio Image**

<<Insert screenshots or pictures

of the actual

Academic and Career Portfolio

used for students in the grades designated.>>

# C. Stakeholder Engagement Items of the Plan 10-11

## Stakeholder Engagement:

|  |  |  |
| --- | --- | --- |
| **Students** | How Students benefit from the K-12 Guidance Program | How Students assist with the delivery of the K-12 Guidance Program |
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| --- | --- | --- |
| **Educators** | How Educators benefit from the K-12 Guidance Program | How Educators assist with the delivery of the K-12 Guidance Program |
|  |  |  |

Develop the Action Planning Chart to Engage the Stakeholders to Support the K-12 Guidance Plan for all Students

**Stakeholder: Educator**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| “Big Idea” | Program Goal  “Smart Format” | CEW Standard | Grade Level | Activities  Interventions | Data | Timeline |
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| **Parents** | How Parents/Guardians benefit from the K-12 Guidance Program | How Parents/Guardians assist with the delivery of the K-12 Guidance Program |
|  |  |  |

Develop the Action Planning Chart to Engage the Stakeholders to Support the K-12 Guidance Plan for all Students

**Stakeholder: Parents**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| “Big Idea” | Program Goal  “Smart Format” | CEW Standard | Grade Level | Activities  Interventions | Data | Timeline |
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| **Business & Community** | How Business/Community partners benefit from the K-12 Guidance Program | How Business/Community partners assist with the delivery of the K-12 Guidance Program |
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Develop the Action Planning Chart to Engage the Stakeholders to Support the K-12 Guidance Plan for all Students

**Stakeholder: Business & Community**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| “Big Idea” | Program Goal  “Smart Format” | CEW Standard | Grade Level | Activities  Interventions | Data | Timeline |
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| **Post**  **Secondary** | How Postsecondary partners benefit from the K-12 Guidance Program | How postsecondary partners assist with the delivery of the K-12 Guidance Program |
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Develop the Action Planning Chart to Engage the Stakeholders to Support the K-12 Guidance Plan for all Students

**Stakeholder: Postsecondary**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| “Big Idea” | Program Goal  “Smart Format” | CEW Standard | Grade Level | Activities  Interventions | Data | Timeline |
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## School Guidance Program Advisory Council:

1. **First Meeting Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **Second Meeting Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Stakeholder Group** | **Name** | **Title & Organization** |
| **Student** |  |  |
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| **Parent & Guardian** |  |  |
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| **Educator & Administrator** |  |  |
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| **Post secondary** |  |  |
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# D. Career Pathway Awareness Items of the Plan 12-13

## Career and Postsecondary Resources Supporting the CEW Standard Strands and Career Pathways (or Clusters)

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| **CEW Strands** | **Sixteen Career Clusters**  <https://www.acteonline.org/career-clusters-2/> |  |
| 13.1 Career Awareness & Planning  13.2 Career Acquisition  13.3 Career Retention  13.4 Entrepreneurship | Agriculture, Food & Natural Resources  Architecture & Construction  Arts, A/V Technology, & Communications  Business Management & Administration  Education & Training  Finance  Government & Public Administration  Health Science | Hospitality & Tourism  Human Services  Information Technology  Law, Public Safety, Corrections, & Security  Manufacturing  Marketing  Science, Technology, Engineering, & Mathematics  Transportation, Distribution, & Logistics |

**Organizations and Agencies**

|  |  |  |
| --- | --- | --- |
| Intermediary Organizations: *Connecting, Collaborating, Convening Organizations* | | |
| Resources | CEW Strand(s) 13.X | Career Cluster or District Pathway |
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| Umbrella Organizations: *Organizations that represent a large group of business organizations with a common mission* | | |
| Resources | CEW Strand(s) 13.X | Career Cluster or District Pathway |
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| Community & State Organizations: *Agencies representing community and state initiatives, service to communities* | | |
| Resources | CEW Strand(s) 13.X | Career Cluster or District Pathway |
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**Networking Opportunities**

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| Individual Contacts: *Contacts acquired through networking and interaction* | | |
| Resources | CEW Strand(s) 13.X | Career Cluster or District Pathway |
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| Community & Business Meetings: *Meetings, which bring cross/community members together to promote growth to further a cause* | | |
| Resources | CEW Strand(s) 13.X | Career Cluster or District Pathway |
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| Community Events: *Conferences, Workshops, Grand Openings* | | |
| Resources | CEW Strand(s) 13.X | Career Cluster or District Pathway |
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**Online & Other Resources**

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| --- | --- | --- |
| Internet Based Links: *Websites educating others and promoting career development and related topics* | | |
| Resources | CEW Strand(s) 13.X | Career Cluster or District Pathway |
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| Media & Advertising: *Various marketing methods that provide contacts, career awareness, ideas and workforce information* | | |
| Resources | CEW Strand(s) 13.X | Career Cluster or District Pathway |
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| Publication & Documents: *Hard copy materials that offer contacts and career/workforce information* | | |
| Resources | CEW Strand(s) 13.X | Career Cluster or District Pathway |
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**Post-Secondary Options**

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| Postsecondary Options: *Colleges, Apprenticeships, Military, Vocational Training* | | |
| Resources | CEW Strand(s) 13.X | Career Cluster or District Pathway |
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## Career and Technology Center Strategies:

**Student Awareness:**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Grade** | **Intervention, Program, or Event** | **Start & End Dates** | **# of Students Taught** | **Location** | **Stakeholder Delivering** | **Contact Person** | **Indicator** |
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**Parent Awareness:**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Grade** | **Intervention, Program, or Event** | **Start & End Dates** | **# of Parents** | **Engagement Method** | **Stakeholder Delivering** | **Contact Person** | **Indicator** |
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**Educator Awareness:**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Grade** | **Intervention, Program, or Event** | **Start & End Dates** | **# of Educators** | **Location** | **Stakeholder Delivering** | **Contact Person** | **Indicator** |
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APPENDIX

Insert Supporting Documents