**Area Career Center Counseling Program Best Practices**

**Rationale**

The Area Career Center Counselor links the area career center and local business/industry, postsecondary institutions and all sending schools, as well as fosters a collaborative relationship with families in order to support student goals and improve CTE program enrollment and completion. The Area Career Center Counselor works collaboratively with area career center staff, administrators, teachers, and special education professionals in support of student participation and goal attainment.

There are five essential areas of responsibility within the area career center counseling program, including: 1. Recruitment, orientation, selection and retention; 2. School Counseling; 3. Instructional support; 4. Student placement; and 5. Follow up for program improvement.

This document has been developed to provide the Area Career Center Counselor with resources and tools to fulfill these five essential areas of responsibility.

**Role Statement**

The Area Career Center Counselor provides a critical/pivotal function in positively affecting student success by building workplace skills, working with students to identify their skills and talents, and addressing any academic, and social-emotional issues that might impede a student’s success in their CTE classes.

This position requires leadership and responsibility for all aspects of the Career and Technical Education Counseling program, including direct student services, recruitment and retention strategies/support, coordination of program information data, collaboration with the area center and local business/industry, postsecondary institutions and all sending/feeder schools, including collaboration with parents/families in order to support student goals and improve CTE program completion and retention.

The Area Career Center Counselor must work closely with area career center instructional staff, sending/home school counselors, sending/home school staff (including administrators, teachers, special education professionals) in support of student participation and goals.

Additional documents have been created to support Area Career Center Counseling roles as well. Links to these can be found here:

[Area Career Center Counseling Program Overview](https://drive.google.com/open?id=1q-2Gv7HqpCVeQRpDMMFS6QCT5bq-39GU)

[Area Career Center Counseling Sample Job Description](https://drive.google.com/open?id=1WhtgVohXkoegD5TmwtkkWwi9UovHv54O)

[Area Career Center Counseling Sample Evaluation](https://drive.google.com/open?id=1ikhJ1lMILQ2hbcOccdjFjzVCs_KTXqa3lZL06eNs0uY)

The best practices and resources listed below are organized by the Area Career Center Counseling standards.

**Recruitment, Orientation, and Selection**

**STANDARD 1:** Assists students with awareness of and selection of programs associated with their Individual Career & Academic Plan (ICAP).

[SFCTC Counseling Calendar](https://drive.google.com/open?id=1vU3Fh7D3aE2lOgyPyMezyniokETbAgIuHWiuDZlvy20)

**What is CTE?**

The following links/videos provide quick answers to this question, as well as documents about the history of CTE and importance today.

CTE 101: <https://careertech.org/campaign-video>

Long Story Short: How Does CTE Help Prepare Students for the Workforce? <https://www.air.org/resource/long-story-short-how-does-career-and-technical-education-help-prepare-students-workforce>

History of CTE: <https://www.acteonline.org/history-of-cte/>

About CTE: <https://careertech.org/CTE>

**Career & Technical Education Certificate in Missouri**

<https://dese.mo.gov/college-career-readiness/career-education/career-and-technical-education-certificate>

<https://dese.mo.gov/sites/default/files/cte-certificate-criteria.pdf>

**Marketing/Recruiting**

Create a CTE Communications Campaign: <https://careertech.org/plan-your-campaign>

Engaging Families and Learners: <https://careertech.org/recruitmentstrategies>

Videos by Kevin Fleming (Success in a New Economy) for students and parents to understand skilled trades: <https://kevinjfleming.com/videos%2C-books%2C-etc>

[Sample Recruitment & Testing Schedule (SFCTC)](https://drive.google.com/open?id=1nbxU9WCCe67_SP6_sAmeQZ122MCr_BxuIJo-D_2yQ3E)

**Individual Student Planning (ICAP)**

[DESE Individual Career & Academic Plan (ICAP) Training](https://drive.google.com/open?id=1rOQeGlBwK6UkNZPf2NJk3M546AiSIKmyowaH1xCzLqk)

[ICAP Template](https://drive.google.com/open?id=1oDpuCKsoZPAppZKglrNM3FOv7KZC745neod7CdIGAmU)

**School Counseling**

**STANDARD 2:**  Assists students in continuing their academic, career, and social-emotional development.

School Counseling Curriculum: <https://dese.mo.gov/college-career-readiness/school-counseling/curriculum>

**Social-Emotional Learning**

<https://casel.org/>

<https://casel.org/guide/>

<https://casel.org/csi-resources-teacher-practices/>

Social-Emotional Lesson Plans: <https://dese.mo.gov/college-career-readiness/school-counseling/curriculum/social-emotional-development-lesson-plans>

**Trauma-Informed Education**

Missouri Model for Trauma-informed Schools: <https://ucmo.blackboard.com/bbcswebdav/pid-5320384-dt-content-rid-37077311_1/courses/202010COUN691012018/202010COUN691012018_ImportedContent_20190718062340/Missouri%20Model-Trauma-Informed%20schools.pdf>

Lesson Plans: <https://dese.mo.gov/traumainformed>

ACEs Connection: [www.acesconnection.com](http://www.acesconnection.com)

ACEs Too High: [www.acestoohigh.com](http://www.acestoohigh.com)

Alberta Family Wellness Initiative: [www.albertafamilywellness.org](http://www.albertafamilywellness.org)

Center for Health Care Strategies (CHCS): [www.chcs.org](http://www.chcs.org)

Greater Good Science Center at UC Berkeley: [www.ggsc.berkeley.edu](http://www.ggsc.berkeley.edu)

Substance Abuse and Mental Health Services Administration (SAMHSA) National Center for Trauma Informed Care: [www.samhsa.gov/nctic](http://www.samhsa.gov/nctic)

Trauma and Learning Policy Initiative: [www.traumahttps://endhomelessness.org/homelessness-in-america/sensitiveschools.org](http://www.traumasensitiveschools.org)

[Additional Trauma Informed Resources](https://drive.google.com/open?id=1ikx1FMjMBnmxA9ZQFp2sQ6JH2ZNyUeE3)

**Drugs**

National Institute on Drug Abuse: [**http://www.drugabuse.gov/nidahome.html**](http://www.drugabuse.gov/nidahome.html)

Opioid & Prescription Drug Prevention Education - Resources for School & Communities: [**https://kwelker.wixsite.com/opioideducation**](https://kwelker.wixsite.com/opioideducation)

**Homelessness**

State of Homelessness: <https://endhomelessness.org/homelessness-in-america/homelessness-statistics/state-of-homelessness-report/>

Homelessness in America: <https://endhomelessness.org/homelessness-in-america/>

National Center for Homeless Education (McKinney-Vento Act): <https://nche.ed.gov/mckinney-vento/>

Missouri McKinney-Vento Information: <https://dese.mo.gov/communications/webinar/%E2%80%9Chomeless-101%E2%80%9D-primer-mckinney-vento-act>

**Personal Issues/Thoughts of Suicide**

The Youth Suicide Prevention School-Based Guide:<http://theguide.fmhi.usf.edu/>

Missouri Department of Mental Health: <https://dmh.mo.gov/>

UCLA School Mental Health Project: <http://smhp.psych.ucla.edu/>

National Suicide Prevention Lifeline: <https://suicidepreventionlifeline.org/>

Warning Signs of Suicide: <https://save.org/about-suicide/warning-signs-risk-factors-protective-factors/>

National Awareness of Mental Illness: <https://www.nami.org/learn-more/mental-health-conditions/related-conditions/risk-of-suicide>

Suicide Prevention Lesson Plans: <https://dese.mo.gov/college-career-readiness/school-counseling/youth-suicide-awareness-and-prevention>

**Career Readiness**

Missouri Connections: <http://www.missouriconnections.org/>

Career Clusters: [**http://www.careertech.org/career-clusters**](http://www.careertech.org/career-clusters)

Rock Your World Publication: [**http://www.missouricareereducation.org/home.php**](http://www.missouricareereducation.org/home.php)

**Job Information Websites**

Missouri Economic Research & Information Center, Missouri Department of Economic Development (MERIC):  [**http://www.missourieconomy.org/**](http://www.missourieconomy.org/)

O\*Net Online:  [**http://online.onetcenter.org/**](http://online.onetcenter.org/)

Career One Stop:<http://www.careeronestop.org>

Bureau of Labor Statistics (BLS): <http://www.bls.gov/>

Occupational Outlook Handbook http://www.bls.gov/oco

JobStar Salary Surveys <http://jobstar.org/tools/salary> (Links to salary surveys in a number of industries)

Salary.com: <http://www.salary.com> (Information for job category, geographic region, etc. Site allows one to compare jobs in different areas of the U.S. Also offers advice on salary negotiation).

Salary Expert: <http://www.salaryexpert.com> (Free salary data by job title and location)

Wall Street Journal Salary Info <http://careerjournal.com> (click on Salaries & Hiring Info)

Great Hires-Missouri’s Workforce Resource: [http://greathires.org](http://greathires.org/)

America’s Career InfoNet: <http://www.acinet.org> (Salary information by state & national levels. Be sure to check the date on when the data was collected at this site).

Homefair: House Moving and Relocation/Salary Calculators<http://www.homefair.com/>

Payscale.com: [www.payscale.com](http://www.payscale.com) (Gives you a free salary report for job title, location, and years of experience in field).

GlassDoor: [www.glassdoor.com](http://www.glassdoor.com) (Website where people load in their salaries as well as comments about their employers).

**Career Counseling**

[Super/Holland Career Theory Information](https://drive.google.com/open?id=1PXw0lTJigF8rSC3Oay7ekGPj3jhWaAMw4yqQv-3vGd8)

[Holland Information](https://drive.google.com/open?id=1kd3rz-Dq80cWSIX3aliiQGqT90c5D56I)

[Super Overview](https://drive.google.com/open?id=1TU4QDKgtFEiAdw2FD-FnZyW24DEWE1hKkvQHDnU1Xzo)

**Instructional Support**

**STANDARD 3:** Provides instructional support of an appropriate type and level as needed for all students.

**Special Education**

[IEP Goals Worksheet](https://drive.google.com/open?id=1XPrDMNx7nIJ81B5IU5iHZKTQb1qa9P3xLZuPeznHCHg)

[Program Inventory for IEP Team](https://drive.google.com/open?id=1Vg3BRjG9Oze36iYkXnCfbCsv-4eubTXwVVYtHqrSkwE)

[Article on related services for students with disabilities](https://drive.google.com/open?id=1ww9fAZZMERDtZbBeEcXMpMt179NRJN2O)

ADD/ADHD simulator: <https://www.youtube.com/watch?v=xfo1tZ95Ypk>

Fat City video segments (“How difficult can this be? the F.A.T. city workshop: understanding learning disabilities.”): <https://www.youtube.com/watch?v=Q3UNdbxk3xs>

National Technical Assistance Center on Transition: <https://transitionta.org/>

**Coordinating Career Fairs/Mock Interviews**

Organizing a Job Fair: <https://work.chron.com/organize-successful-job-fair-7647.html>

50 Career Day Ideas and Activities: <https://www.signupgenius.com/school/career-day-ideas-activities.cfm>

Coordinating Mock Interviews: <https://www.aeseducation.com/career-readiness/how-to-run-a-mock-interview>

Mock Interview lesson plan: <https://dlr.sd.gov/workforce_services/individuals/career_launch/toolkit_documents/4-7_mock_interview.pdf>

**Goal Setting**

[SMART Goals](https://drive.google.com/open?id=11ng3Xj9C-xBS34G7vT7LwbHZZuRdPyWxNcG62oS5fFA)

[SMART Goal Tracker](https://drive.google.com/open?id=1Txl3s3NwBfBSV1DWVaNZuHe2ICYjd-9V)

[Examples of SMART Goal Statements](https://drive.google.com/open?id=1B9Z9nnOX9DRTMZK74DEY8UfMwRj6m1vYyhc_-28IrfE)

**Job Readiness/Employment/Soft Skills**

[Transferable Skills Worksheet](https://drive.google.com/open?id=112sLqOB4zHIVBsq3nP2V6QyVNRp8DJ0d)

[Job Survival Tips](https://drive.google.com/open?id=1vnGCMoi7NOF5ULobdM0nJCUkzGM0HN3GY6kZ2uhSs0U)

**Employability Rubrics**

[CTC Work Ethic Rubric](https://docs.google.com/spreadsheets/d/1bpfjcGiYaY3-_oNtDtlXHl8Moa5rPkM1Rz81IPok9SE/edit?usp=sharing)

[NCC Employability Standards](https://drive.google.com/open?id=1klMhrzzulaejLhiJVqQmNuOzoYsAkPqF)

[NCC Employability Rubric](https://drive.google.com/open?id=14Jhj8QU9XPpWJDaj2dEaj82f5ajCMzqDn7PniwTi8F0)

**Job Search Skills**

[Employment Applications Packet](https://drive.google.com/open?id=1hq0tVjun44tbF-JpGck5JgzbRjugy2UBoth5j-UFWpE)

[Resume Writing Packet](https://drive.google.com/open?id=1hwriTxATOv4G9qYFWNAXBHBnHjmbp5HmOzHKVkPmn4w)

[Employment References Packet](https://drive.google.com/open?id=1FqnuCEI1r2thj5VjZ7q1YhHkWrxlyTJjdt9Ra2K1rcg)

Link Career Guide when completed.

**Placement**

**STANDARD 4:** Assists students with transitions into postsecondary education and training, apprenticeships, the workforce, and the military.

**Career Pathways**

[Pathways System 12-Step Overview](https://drive.google.com/open?id=1yyMLzfn3X_fJpmXx3a0ClqCL-grQTfxr)

[Power & Promise of Pathways](https://drive.google.com/open?id=1UUWglhWmVc5FOK-Ls8hWY5gUGBrHUpgl) (4 page overview)

<https://www.jff.org/resources/not-hard-you-think-engaging-high-school-students-work-based-learning/>

<https://www.jff.org/resources/engaging-employers-customers/>

<https://www.jff.org/what-we-do/impact-stories/pathways-to-prosperity-network/#.U3uaY_ldV8E>

**Samples from SFCTC**

[College 101 Schedule](https://drive.google.com/open?id=1CN_Mk8LpJDzoSo4_OyAUAqEdQhT77Zyj-mDyHsFqESQ)

[College 101 Powerpoint](https://drive.google.com/open?id=1gzdMxcChU3IMHEPF8ofrYxHnP2p2TnHcy4-ZW0AyitI)

**Work Based Learning**

[Definitions](https://drive.google.com/open?id=1GWNZBp2zhsFsprh8pws-C1RvTrqtcw0V)

United States Department of Labor (USDOL). (2010. *Fact sheet #71: Internship programs under the Fair Labor Standards Act*. Retrieved from<https://www.dol.gov/whd/regs/compliance/whdfs71.htm>

Missouri Department of Elementary and Secondary Education (MO DESE). (2013). *Policies for credit and supervised employment for approved high school cooperative career education programs*. Retrieved from<https://dese.mo.gov/sites/default/files/bmit-bmit-policies-for-credit-supervised-employment-2013.pdf>

Missouri Department of Elementary and Secondary Education (MO DESE). (2017). MO Graduation Handbook. <https://dese.mo.gov/sites/default/files/Graduation_Handbook.pdf>

Policies for Credit for Supervised Employment: [**https://dese.mo.gov/sites/default/files/bmit-bmit-policies-for-credit-supervised-employment-2013.pdf**](https://dese.mo.gov/sites/default/files/bmit-bmit-policies-for-credit-supervised-employment-2013.pdf)

**Samples from LCTC**

[Work Based Activity Plan](https://drive.google.com/open?id=1TrarMV0_iFCCXf_uiG18U9G5NowAjdOq)

[Work Based Framework](https://drive.google.com/open?id=1C47vNCOmYrZJohxLbGb2HmcVkUTKQYyz)

[Work Based Job Shadowing Student Reflection](https://drive.google.com/open?id=1tl2Qxis_sUtijZo3LhLrVGa8O4G0Btdqzda2fhZo2yE)

[Work Based Job Shadowing Employer Evaluation](https://drive.google.com/open?id=1vxbrkIBl99H1fmcgshRbwv6jOdUKI4vvsg5FH0tVoVs)

**Apprenticeships**

[**http://missouriapprenticeship.com/**](http://missouriapprenticeship.com/)

[**https://dese.mo.gov/college-career-readiness/career-education/registered-youth-apprenticeships-parents-and-students**](https://dese.mo.gov/college-career-readiness/career-education/registered-youth-apprenticeships-parents-and-students)

[**https://dese.mo.gov/college-career-readiness/career-education/registered-youth-apprenticeships-school-administrators**](https://dese.mo.gov/college-career-readiness/career-education/registered-youth-apprenticeships-school-administrators)

**Programs of Study**

Perkins Collaborative Resource Network OCTAE’s Program of Study Design Framework: <https://cte.ed.gov/initiatives/octaes-programs-of-study-design-framework>

DESE Information on Dual Credit: <https://dese.mo.gov/quality-schools/mo-school-improvement-program/dual-credit-dual-enrollment>

DHEWD information on Dual Credit/Dual Enrollment:

<https://dhewd.mo.gov/cota/dualcredit.php>

Each higher education institution in Missouri has their own process for establishing dual credit agreements. Search on the college’s website for dual credit for additional information.

[DESE Programs of Study](https://dese.mo.gov/college-career-readiness/career-education/perkins-act/programs-study)

**Follow-Up**

**STANDARD 5:** Collects and uses data obtained in an appropriate manner from students and other sources to improve programs.

[Area Career Center Internal Improvement Review (IIR)](https://drive.google.com/open?id=1XwxzWO2hew-XWnngOOeMnprT-C-ywByfcWPtK3qTH54)

Guide for Conducting Perkins Placement Follow-Up Surveys (based on Perkins IV): <https://www.rti.org/sites/default/files/resources/perkins_survey_guide.pdf>

Common CTE Program Criteria & Quality Indicators (CCQI): <https://dese.mo.gov/college-career-readiness/career-education/common-criteria-and-quality-indicators-ccqi>

**Core Data**

Core Data: <https://dese.mo.gov/data-system-management/manuals>

Webinars for Core Data: <https://dese.mo.gov/communications/webinar> (October, February, & June most important)

MSIP 5 Comprehensive Guide 2019 (CCR 1-6 on pages 26-39): <https://dese.mo.gov/sites/default/files/MSIP5_2019_Comprehensive_Guide%2011-15-2019_1.pdf>