

# CARBON CAREER & TECHNICAL INSTITUTE

SECTION: PUPILS

TITLE: PLACEMENT

ADOPTED: December 18, 2003

REVISED: May 18, 2006

	214. PLACEMENT
1. Purpose	The Joint Operating Committee believes that a variety of criteria are necessary to evaluate the success of career and technical education. One of the most accepted is entry level placement; another criterion is enrollment in postsecondary education.
2. Definition	For purposes of this policy, placement shall include entry level employment, postsecondary educational enrollment, military service, and other categories as defined by the PA Department of Education.
3. Authority	The Joint Operating Committee directs that school personnel take full responsibility for helping all students gain appropriate placement in their chosen career field. Since placement is such a complex and important function, it must be a shared responsibility. Placement shall be treated as an integral and ongoing part of all career and technical programs at the school.
4. Delegation of Responsibility	<p><u>Instructor Role</u></p> <ol style="list-style-type: none"> <li>1. Provide time for placement-related services and instruction to take place.</li> <li>2. Provide students with critical placement-related information, including: <ol style="list-style-type: none"> <li>a. Employer contacts and specific entry level job openings.</li> <li>b. Postsecondary education and military service opportunities.</li> <li>c. Current employment trends and projections.</li> </ol> </li> <li>3. Invite local employers and educational representatives to speak to students concerning local needs, concerns, and career opportunities.</li> <li>4. Utilize field trips to provide vital placement-related insights for students.</li> <li>5. Establish and maintain personal contact with potential employers and educational representatives. These critical contacts significantly increase the instructor's helping role.</li> </ol>

6. Share placement-related information, statistics, and concerns with the Occupational Advisory Committee. Include both positive and negative trends and ask for assistance, as needed.
7. Provide placement-related statistics as requested, including past graduates.

Guidance Role

1. Coordinate school visitations by representatives of postsecondary institutions and military services.
2. Assist in the presentation of job-seeking instructional units.
3. Conduct periodic placement status surveys.
4. Develop summary placement reports that can be shared.
5. Place relevant placement data in student and graduate files.

Cooperative Education Personnel

1. Advise instructors of entry level employment opportunities and personnel changes in local industry.
2. Provide personalized placement-related services to seniors.
3. Post or announce employment opportunities not directly related to specific school programs.
4. Serve as a placement office clearing house for employers, students, graduates and instructors.

Reports

The Guidance Counselor shall develop, distribute, collect and summarize placement-related information for every graduate in the fall of each year. This information shall be shared with the Joint Operating Committee, staff members, and Occupational Advisory Committees.

The Guidance Counselor shall annually send a mailer to each one (1) year graduate to determine their present occupational disposition. The returned results shall be compiled and shared with the Joint Operating Committee, staff members, and Occupational Advisory Committees.