

Fayette Career & Technical Institute “Counseling for Career Success”: Job Descriptions

Fayette Career & Technical Institute (CTI) Career Counselor:

Justin Cerullo

- Responsibilities/Services
 - Scheduling
 - Career Services
 - Career Exploration
 - Extension of Home School Counseling Offices
 - Financial Aid Awareness
 - ASVAB (SASVAB) Scheduling and Analysis
 - SAT Information and Analysis
 - ACT Information and Analysis
 - College Exploration
 - Crisis Intervention
 - CYS Liaison
 - Outside Counseling Service Referrals
 - Arrival and Dismissal Supervision

Other Fayette CTI Faculty/Staff (Counseling Plan Related)

Nancy Rossell

- Cooperative Education Coordinator
- Responsibilities/Services
 - Senior CO-OP Interest Survey
 - Student Evaluation of CO-OP Readiness
 - Classroom Presentations
 - Monthly Meetings (On-Site & Phone) Evaluating Student Progression
 - Administrate & Review CO-OP Employer evaluations
 - Grade Students based on CO-OP Evaluations

Michelle Buttermore &

Donna Heintz

- Learning Facilitator (Special Education)
- Responsibilities/Services
 - Attend Individualized Education Plan (IEP) Meetings at sending High Schools as CTI
 - Evaluates and Maintains IEP’s regarding CTI aspect
 - Provide aide to CTI IEP students
 - Provide support to non-IEP CTI Students as needed

Fayette Career & Technical Institute "Counseling for Career Success": Job Descriptions

Caroline Smith

- Recruiter
- Responsibilities/Services
 - Promote the school's programs in order to generate interest from prospective students
 - Coordinate visits for all sending districts -5th through 9th grade students
 - CTI "The Challenge Program" Liaison
 - Classroom Presentations at Sending School Districts
 - Schedule appointments and complete follow-up telephone calls to prospective students & their parents
 - Inform 5th-7th grade students & their parents on FCCTI Career Exploration Camp
 - Representative of the FCCTI for the Fayette Chamber of Commerce Education Council
 - Present at Career Fairs that tie into the FCCTI (AG, LH, LBI, Learning for Life, Penn State, Internship Fairs, etc.)
 - In charge of all FCCTI students attendance records

Fayette Career & Technical Institute “Counseling for Career Success”: Grant Proposal

The Counseling Department at the Fayette County Career and Technical Institute wishes to increase the opportunity for students to access available resources in a more convenient, streamlined manner. An issue the Counseling Department has faced with student outreach is the limited computer access due to schedule conflicts and an inability to travel to the students. In order to increase resources and provide more opportunities to students, the Counseling Department is requesting this grant to purchase a mobile digital tablet lab. Materials needed for this include: a mobile cart, 21 digital tablets, and 21 cases for the tablets. This mobile lab will allow the counselor to provide students access to online resources including: PA Career Zone, Holland Code Assessment, Occupational Outlook Handbook, Senior Exit Surveys, academic workshops, university, college and technical school exploration as well as allow students to fill out required paperwork for the Fayette County CTI. The digital tablets will allow students to type notes, a necessary function to document individual student work. The mobile cart will house and protect the tablets. This allows the students' work to be saved and synced to a master computer (provided by the CTI). This mobile cart would reside in the counseling office and can also be utilized by the other support instructors.

Mission Statement

Fayette Career & Technical Institute's Comprehensive School Counseling Program acknowledges that technical school communities are a complex and diverse unit that exist for the purpose of preparing students for success in their future. Therefore the program...

- Is accessible to all ALL students at The Institute, regardless of program
- **Is an essential part of the student's overall educational experience**
- Addresses the academic, career, emotional, and social needs of students
- **Includes a systematic and planned program delivery.**
- Is built upon the developmental stages of learning
- **Offers individual counseling, crisis counseling and intervention, college/technical planning and preparation, workshops, group counseling, academic advising, and student advocacy**
- Consists of parent/guardian, faculty, staff, Post-Secondary, and Buisness/Community involvement
- **Allows for student access to the School Counselors and Counselors access to students**
- Promotes the mental health and well-being of its students
- **Provides accountability for student and program results as well as counselor effectiveness**
- Assists in removing obstacles to student achievement
- **Utilizes appropriate community resources.**
- Provides credentialed and certified School Counselor(s).
- **Reduces non-counseling responsibilities assigned to the School Counselors.**
- Includes professional development for the benefit of counselor and student success.
- **Evaluates its program goals and objectives to ensure effectiveness**

AND AT ALL TIMES

- Supports Fayette County Career & Technical Institute's mission: "The mission of the Fayette County Career & Technical Institute is to prepare students for successful careers."

**Action Planning Tool for 3 Goals in the Career Domain for
Professional Development of Educators/Administrators**

Program Goal	Standards Addressed CEW	Grade Level	Activities /Event Description	Data Used to Measure Impact	Start/End Dates	Contact Person
Career Awareness	13.1.10	10	Interest Inventory	Interest Inventory Score Y/S Tech. Program	8/23/12	Justin Cerullo, Counselor
Career Acquisition	13.1.11	11	Group Discussion Regarding In-class Student Development for Post-CTC Training Planning for new Lessons	Presentation Evaluation	Meeting 10/2012 Follow-Up 3/2013	Justin Cerullo, Counselor
Career Awareness; Career Acquisition; Career Retention & Advancement; Entrepreneurship	13.1.11	10	Counselor to Teacher Orientation regarding PDE CEW Classroom Resources & Presentations	Assess number of classes using presentations	Start of School & Sem. Turn	Justin Cerullo, Counselor
	13.2.10	10				
	13.2.11	11				
	13.2.12	12				
	13.3.11	11				
	13.4.11	12				

School District: Fayette County Career & Technical Institute **Teacher Name:** Justin Cerullo

Action Planning Tool for 3 Goals in the Career Domain With Post-Secondary Partners (PSP)

Program Goal	Standards Addressed CEW	Grade Level	Activities /Event Description	Data Used to Measure Impact	Start/End Dates	Contact Person	
Post-Secondary Options: PSP Organized	13.1.10	10	College Visits In house post-secondary presentations	Presenter Survey Student Surveys	8/12	Fayette CTI Counselor	
	13.1.11	11			5/13		
Post-Secondary Options: Student initiated	13.1.12	12	College Fair Providing students with interactions outside of a classroom presentation	Presenter Survey Student Surveys	1/13	Fayette CTI Counselor	
	13.1.11	11			1/13		
Under-standing of what degree translation	13.1.12	12	Career Fair Specific program information from programs at colleges presented to students in informal setting	Presenter Survey Student Surveys	3/13	3/13	Fayette CTI Counselor

School District: Fayette County Career & Technical Institute

Teacher Names: Justin Cerullo, School Counselor

**Action Planning Tool for 3 Goals in the Career Domain for
Engaging Business/Community Partners**

Program Goal	Standards Addressed CEW	Grade Level	Activities /Event Description	Data Used to Measure Impact	Start/End Dates	Contact Person
Career and Self Awareness	13.1.11	10	Employer Visits - In-house presentations	Presenter Survey Student Surveys	8/12	Program Instructor, CO-OP Coordinator
		11			5/13	
Career Acquisition & Career Retention & Advancement	13.2.11 13.3.11	11	Interview Day: -Providing students interaction with potential employers -Business's Employment Official Speaks with kids regarding what is expected for Interview readiness & behavior in the workplace	Employer Survey Student Surveys	4/13	Justin Cerullo, Counselor Nancy Rossell, CO-OP Coordinator
		12			4/13	

School District: Fayette County Career & Technical Institute

Teacher Names: Justin Cerullo, School Counselor

Action Planning Tool for 3 Goals With the Parent Stakeholder Group

Program Goal	Standards Addressed CEW	Grade Level	Activities /Event Description	Data Used to Measure Impact	Start/End Dates	Contact Person
Career Awareness	13.1.11	10	School Outreach: Open Houses	Attendance Numbers	Fall & Spring 12-13 School Year	Caroline Smith, Recruiter
		11				
Career Awareness	13.1.8	12	Public Education Summer Camp (Parent Presentation)	Attendance Numbers	6/10/13 to 6/12/13	Nancy Rossell, CO-OP
		7				
		8				
Career Awareness	13.1.11	10	Holiday Dinners	Attendance Numbers	12/2012	Melissa McKulka, Culinary Arts
		11				
Career Awareness	13.1.11	12	Guidance Website	Website Survey	4/2013	Justin Cerullo, Counselor
		10				
Career Awareness	13.1.11	11	Guidance Website	Website Survey	Year Round	Justin Cerullo, Counselor
		12				

School District: Fayette Career and Technical Institute Teacher Name: Justin Cerullo

Counseling for Career Success Advisory Committee

District: Fayette County Career & Technical Institute

Name- Title	Stakeholder Group
Mr. Justin Cerullo, Career Counselor	Educator/Administrative
Dr. Cynthia Shaw, Assistant Director	Educator/Administrative
Mrs. Nancy Rossell, CO-OP Coordinator	Educator/Administrative
Mrs. Muriel Nuttall, Fayette Chamber of Commerce	Business/Community
Dr. Ronald Sheba, United Way Board	Business/Community
Dan Gearing, Specialty Conduit	Business/Community
Kate Martin, Westmoreland Fayette WIB	Business/Community
Mrs. Heidi Williams, Cal Univ. of PA	Post-Secondary
Dr. William Edmonds (representative), Cal Univ. of PA	Post-Secondary
Rebecca Ours, Potomac State (WVU)	Post-Secondary
Ms. Natalie Barnes, Penn State Eberly Campus	Post-Secondary
Lisa Dowlin, Laurel Business Inst.	Post-Secondary
LuAnne Patterson, LPN Director @ Fayette CTI	Post-Secondary
Debbie & Richard Koonse	Parent
Holly & Phil Varndell	Parent
Lisa & Rick Muha	Parent
Mary Campbell	Parent

1st Proposed Meeting Date: November 6th, 2012

2nd Proposed Meeting Date: February 26th, 2013

Role of the School Counselor

The School Counselor is a certified/licensed professional who attends to the needs of all students through the implementation of a comprehensive school counseling program. He/She designs, delivers, and evaluates student centered services that advance the mission of the school with consideration of school counseling and educational theory, research, best practices and professional standards. Utilizing leadership, advocacy, and collaboration, School Counselor promote student success, provide preventive services, and respond to identified student needs by implementing a comprehensive school counseling program that addresses academic, career, and personal/social development for all students, including those "at risk" and those with special needs. One major task facing high school students is to create an identity and become complete and productive adults. During high school, students develop a sense of themselves through many changes in their experiences and lives. They find their role in society through exploring who they are, where they fit in and where their interests lie. Through the implementation of the plan, students obtain accurate information, real world experiences, and a guide to take the necessary steps to become a "whole" person. The counselor's work is accomplished through the use of the following: individual and group counseling; large group guidance; academic, career, personal and social teaching/ training; consultation; case management; coordination; advocacy; management and evaluation (American School Counselor Association, 2005).

CTI Career Counselor Job Description

As a member of Mountaineer Area's counseling staff, the high School Counselor ensures the equity of program access to all students. The counselor's actions should exemplify **L**eadership, **A**dvocating, **C**ollaboration, and being an Agent of **S**ystemic Change. The counselor provides the following services to all students:

- ✓ Conducts counseling activities inside and outside the classroom for each grade level in collaboration with the teaching staff. Topics could include: Test Anxiety, Career Assessment, and Sexual harassment **C**
- ✓ Counsels students through the development of academic, career, and personal/social life plans **L**
- ✓ Collaborates with college personnel to assist students in making a smooth transition from high school to college **C**
- ✓ Assist with college search, application, financial aid, and recommendations **L**
- ✓ Conducts needs assessments and structured, goal oriented counseling sessions for individuals and groups of students **S**
- ✓ Provides prevention and intervention services such as programming for the prevention of a variety of "at-risk" behaviors. (i.e. abuse, rape, sexual harassment, eating disorders, and substance abuse) **L**
- ✓ Provides career education and preparation **L**
- ✓ Consults with and is a resource to teachers, administration and staff **C**
- ✓ Infuses counseling content into the curriculum and total school environment **L**
- ✓ Communicates with parents/guardians through educational programs and conferences **C**
- ✓ Consults with parents, administration, teachers and staff on issues and trends relevant to students' welfare **C**
- ✓ Develops, maintains, & revises family outreach programs and community partnerships **LAS**
- ✓ Refers students and their parents/guardians to appropriate outside agencies and resources **LC**
- ✓ Serves as a member of the SAP team and other school based teams **C**
- ✓ Networks and develops relationships with area businesses to facilitate careers experience for students. **AS**
- ✓ Plans, evaluates, and revises the counseling program. **S**
- ✓ Pursues professional development and provides staff development. **L**

COMPREHENSIVE SCHOOL COUNSELING PROGRAM DELIVERY SYSTEM
(This form can be used at the district, school or individual counselor level)

<p align="center">Guidance Curriculum</p> <p>Provide developmental, comprehensive guidance program content in a systematic way to all students preK-12</p>	<p align="center">Prevention, Intervention and Responsive Services</p> <p>Addresses school and student needs</p>	<p align="center">Individual Student Planning</p> <p>Assists students and parents in development of academic and career plans</p>	<p align="center">System Support</p> <p>Includes program, staff and school support activities and services</p>
<p>Purpose</p> <p>Student awareness, skill development and application of skills needed to achieve academically and be career and college ready by graduation</p>	<p>Purpose</p> <p>Prevention, Intervention and Responsive services to groups and/or individuals</p>	<p>Purpose</p> <p>Individual student academic and occupational planning, decision making, goal setting and preparing for academic transitions.</p>	<p>Purpose</p> <p>Program delivery and support</p>
<p>Academic</p> <p>-Preparing students for challenges that may arise during their academic pursuits (ie. Test anxiety, study skills, organizational skills, and time management.)</p> <p>-Creating and maintaining Articulation Agreements</p> <p>-Teaching students about Articulation Agreements</p> <p>- Career Advisement Plan (CAP)</p>	<p>Academic</p> <p>Any academic concerns (ie. Failing, drop out, unexcused absences)</p>	<p>Academic</p> <p>-Awareness of individual student progress to maintain enrollment at the CTI</p> <p>-Development of an education plan for all students post-graduation</p> <p>-Development of career plan/portfolio through soft skills</p> <p>-Development of workforce involvement opportunities through co op</p>	<p>Academic, Career, Personal/Social</p> <p>Data Analysis (ie. Completion Data enrollment data.)</p> <p>-Evaluation of the effectiveness of program by students, faculty, and counselor</p> <p>-Regular stakeholder meetings</p> <p>-Bus duty</p> <p>-Hall monitoring</p> <p>-Drivers education</p> <p>-Middle states accreditation</p> <p>-Disciplinary Meetings</p>
<p>Career</p> <p>-Presenting information on the Occupational Outlook Handbook</p> <p>-Directing students to other services offered at CTI including: soft skills and co-op.) mock interviews in conjunction with the soft skills department, and CAPs (Career Advisement Plan)</p>	<p>Career</p> <p>Establish connections between students and alternative education options in order to prevent drop out or withdraw (ie. Internship, co op, soft skills)</p> <p>-Career Intervention strategies exposing students to pertinence of skills learned</p>	<p>Career</p> <p>-Explore Holland Codes</p> <p>-Skill Inventories</p> <p>- Resume Building</p> <p>-Career Option Searches</p> <p>-Education Option Searches</p> <p>-Appropriate Shop Selections</p> <p>-Administer CAP Forms</p>	
<p>Personal/Social</p> <p>Teaching everyday life skills (ie. Goal setting, decision making, effective communication skills, respect)</p>	<p>Personal/Social</p> <p>-Preventions and interventions for bullying</p>	<p>Personal/Social</p> <p>-Skills and Competencies related to student success</p> <p>-Addressing concerns regarding post-graduation</p> <p>-Overcoming intra/intro obstacles</p>	
<p>Counselor Role</p> <p>-Guidance Curriculum</p> <p>-Classroom/Structured Groups</p> <p>-Consultation</p>	<p>Counselor Role</p> <p>-Individual Counseling</p> <p>-Small Group Counseling</p> <p>-Referral</p> <p>-Consultation</p>	<p>Counselor Role</p> <p>-Assessment</p> <p>-Planning</p> <p>-Placement</p> <p>-Consultation</p>	<p>Counselor Role</p> <p>-Develop/Manage Program</p> <p>-Coordination</p> <p>-Develop Relationships & Partnerships</p> <p>- Consultation</p>

<p>Percentage of Time</p> <p>CTI: 20% - 25%</p>	<p>Percentage of Time</p> <p>CTI: 30% - 35%</p>	<p>Percentage of Time</p> <p>CTI: 25% - 30%</p>	<p>Percentage of Time</p> <p>CTI: 15% - 20%</p>
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(From ASCA Workbook, page 59)

Grades 6-9 Curriculum Action Plan

Lvl.	Lesson Content/Program Content	ASCA Domain and/or CFW Domain	Curriculum and Materials	Start and End Dates	Number of Students Affected	Location	Evaluation and Assessment	Stakeholder	Contact Person
6	Summer Camp Recruiting	13.1 Career Awareness & Preparation	Recruiter Transportation Handouts	March-May	Approx 2550	AG, BR, LH, & UN Elem. Schools	Number of students enrolled	Parents Educators Business/Community	Caroline Smith
7			Ind. Shop Supplies	1st week of June	Approx 200 Students				
8	Summer Camp	13.1 Career Awareness & Preparation	Faculty/Staff (outside normal pay)	3 days					Nancy Rossell
6	9th Grade Recruiting	13.1 Career Awareness & Preparation	Recruiter Transportation Handouts	Feb-March	Approx 850	AG, BR, LH, & UN Middle Schools	Number of students enrolled	Parents Educators Business/Community	Caroline Smith
7			Busking	March	Approx 850				
8	9th Grade Tours	13.1 Career Awareness & Preparation	Ind. Shop Supplies Food Faculty/Staff (outside normal pay)	March	100 (Traditional Attendance)	Fayette CTI	Attending students eventually becoming CTI students (long term)	Parents Educators Business/Community	Caroline Smith
9	9th Grade Open House	13.1 Career Awareness & Preparation		March					Caroline Smith

Grades 10-12 Curriculum Action Plan

LVI	Lesson Content/Program Content	ASCA Domain and/or CEJW Domain	Curriculum and Materials	Start and End Dates	Number of Students Affected	Location	Evaluation and Assessment	Stakeholder	Contact Person
10	Holland Code Assessment	13.1 Career Awareness & Preparation	Digital Tablets	September	225	Fayette CTI	Code Connection of Student to Program	Educators	Justin Cerullo
10	College Presentations	13.1 Career Awareness & Preparation	Presentation Materials (Pens, Handouts, Etc)	October through Year's End	605	Fayette CTI	Number of students attending presenting schools	Educators Post-Secondary	Justin Cerullo
10	CAP Forms	13.1 Career Awareness & Preparation	CAP Forms (One for each Student)	October through May	605	Fayette CTI	Career Goals Linked to Program	Educators	Justin Cerullo
12	Senior Meeting	13.1 Career Awareness & Preparation AND 13.3 Career Retention & Advancement	Presentation Materials (Pens, Handouts, Etc)	November through March	165	Fayette CTI	Seniors Concreting Career Plans	Educators	Justin Cerullo
12	Scholarship Meetings	13.1 Career Awareness & Preparation	Digital Tablets, Presentation Materials (Pens, Handouts, Etc)	November	165	Fayette CTI	Students Receiving New Scholarships	Parents Post-Secondary	Justin Cerullo
11	SAT/ACT Awareness	13.1 Career Awareness & Preparation	Presentation Materials (Pens, Handouts, Etc)	December	215	Fayette CTI	Students Taking SAT/ACT	Educators Post-Secondary Parents Business/Community	Justin Cerullo
11	Career Exploration	13.1 Career Awareness & Preparation	Digital Tablets	December	215	Fayette CTI	Students Gaining Clarification on Career Options/Goals	Educators Post-Secondary Parents Business/Community	Justin Cerullo
11	College Fair	13.1 Career Awareness & Preparation	Tables, Cafeteria	January	215	Fayette CTI	Number of students attending presenting schools	Educators Post-Secondary	Justin Cerullo
12	Career Fair	13.2 Career Acquisition	Tables, Cafeteria	January	165	Fayette CTI	Students Gaining Job Placements/Contacts	Educators Business/Community	Justin Cerullo
12	NOCTI Exams	13.2 Career Acquisition	Exams, Computer Labs	April	165	Fayette CTI	Students Achieving Program Certification	Educators Post-Secondary Parents Business/Community	Michelle Buttermore
11	SASYAB	13.2 Career Acquisition	Exams, Testing Space	April	Approx. 80	Fayette CTI	Students Gaining Ability to Join Military	Educators Post-Secondary Parents	Justin Cerullo
12	Senior Exit Survey	13.2 Career Acquisition	Digital Tablets	April & May	165	Fayette CTI	Tracking of Students Post-Graduation	Educators Post-Secondary Parents Business/Community	Justin Cerullo

Organizing Career Resources

Resource Types	List Resources
Organizations/Agencies	
Intermediary Organizations	<ul style="list-style-type: none"> • Cooperative Education Partnerships (Attached)
Umbrella Organizations	<ul style="list-style-type: none"> • Fay-Penn • Communities in Schools • Chamber of Commerce
Community/State Agencies	<ul style="list-style-type: none"> • Drug & Alcohol • Children & Youth Services (CYS) • WIC • Chestnut Ridge Counseling Services • United Way
Networking Opportunities	
Individual Contacts	<ul style="list-style-type: none"> • Michael Thompson • Jan Fox • Dr. Ronald Sheba • Kate Martin • Murial Nuttall • Dr. Jack Watson • Dr. John Patrick
Community/Business Meetings	<ul style="list-style-type: none"> • Chamber of Commerce • Intermediate Unit
Community Events	<ul style="list-style-type: none"> • Open Houses • Holiday Dinners • Car Show • Awards Ceremony
Online/ Onland	
Internet Based Links	<ul style="list-style-type: none"> • cti.org • uniontown.k12.pa.us/ • lhsd.org • basd.org • albertgallatin.k12.pa.us • pacareerstandards.com • onetcenter.org • pacareerzone.com • bls.gov/ooh
Media/Advertising	<ul style="list-style-type: none"> • Herald Standard • Froggy, Pickle, & WMBS Radio Stations
Publications/Documents	<ul style="list-style-type: none"> • Counseling Office resources

Cooperative Education Partners

- Advanced Acoustic Concepts AAC
- Anker Auto Body
- Brownsville Marine
- Christian Klay Winery
- D & M Repairs
- Demco Excavating and Painting
- Elite Motors
- EQ Muffler pending interview
- Fairchance Construction
- Goodwill
- Hranec
- Hunters Truck Sales
- Kings Excavating pending
- Laurel Nursing Home
- Point Marion Ford
- RGIS Health Inventory
- Sheetz
- Smalley Construction
- Uniontown Hospital

Monthly Counseling Calendar

<u>July</u>	<u>January</u>
<i>Summer Break</i>	Academic: College Fair
	Career: Career Fair
	Personal/Social:
<u>August</u>	<u>February</u>
Academic: Complete Scheduling & Schedule Changes	Academic:
Career: Plan upcoming events	Career:
	Personal/Social: Senior Meeting Followup
<u>September</u>	<u>March</u>
Academic: Iterary for School Year	<i>PSSA Month</i>
Career:	<i>Time for missed presentations, senior meetings, etc</i>
Personal/Social: Holland Code Assessment (Soph)	
<u>October</u>	<u>April</u>
Academic: College Presentations (10,11,12)	Academic:
Career: CAP Forms, Phase 1	Career: NOCTI Exams (Seniors) SASVAB (Juniors)
Personal/Social:	Personal/Social: Senior Exit Survey
<u>November</u>	<u>May</u>
Academic: Scholarship Meetings	Academic:
Career:	Career: CAP Forms, Phase 2
Personal/Social: Senior Meetings	Personal/Social: Senior Exit Survey-Cont.
<u>December</u>	<u>June</u>
Academic: SAT/ACT Awareness	Career: Summer Camp (grades 6,7,8)
Career: Career Exploration (Juniors)	Academic: Begin Scheduling
Personal/Social:	

Career and Technical Center Strategies

Sending School Districts:

- Albert Gallatin Area School District
- Brownsville Area School District
- Laurel Highlands School District
- Uniontown Area School District

Career and Technical Center:

- Fayette County Career & Technical Institute

Student Awareness, Parent Awareness, & Educator Awareness:

- The previous documentation divulges the Fayette County Career & Technical Institute's programs, plans, and implementations of its Career and Technical Center Strategies. Any more information regarding the sending school districts Career and Technical Center Strategies may be obtained by referring to any of the sending school district's "Counseling for Career Success Curriculum."
- Contacts for these School Districts are as follows:
 - Albert Gallatin Area School District
 - Ann Capozzi: ann.capozzi@albertgallatin.k12.pa.us
 - Brownsville Area School District
 - Trisha Rholf: trholf@basd.org
 - Laurel Highlands School District
 - Brandi Fike: fikeb@lhsd.org
 - Uniontown Area School District
 - Carol Golden: goldenc@mail.uniontown.k12.pa.us

CAP Form Synopsis

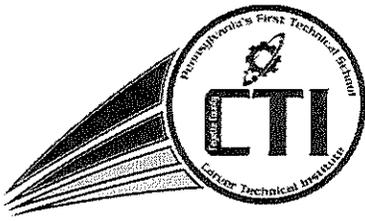
The CAP Form is designed to allow investigation on the status and development of the Fayette County Career & Technical Institute's student body. It consists of three sections:

- Academic Goals at the CTI
- Career Goals
- General Information

These sections allow the School Counselor, Instructors, and Additional Support Staff to gain information from the students that otherwise would require individual meetings with each student. The form allows for a quick view of a plethora of information, which include:

- Goal for passing shop
- Skills to develop
- Certifications they are in the process of completing
- Plans with skills acquired in program
- Careers that interest the student
- Plans after graduation
- Current Academic Schedule at the High School
- Work/Service Experiences
- Current Job
- Does the student have a driver's license
- Extracurricular activities and clubs
- Honors/Awards

Moreover, this form allows all parties reviewing the information to check for discrepancies in the students' goals. For example, if a student wants to work for the natural gas industry and is enrolled in auto mechanics, there are better programs available for him/her. When an instructor notices these discrepancies, he/she may then pass the information along to the counselors to be addressed. Furthermore, discrepancies can be brought to the attention of the parent as well, involving another important stakeholder.



Fayette Career & Technical Institute

Career Advisement Plan (CAP) Program

2012 - 2013

12th Grade

Academic Goals at Fayette CTI

Goals for Passing Shop: _____

Skills to Develop: _____

Certification(s) working towards: _____

Plans with Skills Learned: _____

Career Goals

Careers that interest me: _____

I am considering the following options after high school: (Check all that apply)

- | | |
|--|---|
| <input type="checkbox"/> Community College | <input type="checkbox"/> Apprenticeship |
| <input type="checkbox"/> Technical or Trade School | <input type="checkbox"/> Military |
| <input type="checkbox"/> 4+ year University or College | <input type="checkbox"/> Job Market |
| <input type="checkbox"/> Other _____ | |

General Information

2011-2012 Academic Schedule:

English:

Math:

Science:

Humanities (History):

Electives:

Work/Service Experiences: _____

Current Job: _____ Driver's License: YES NO

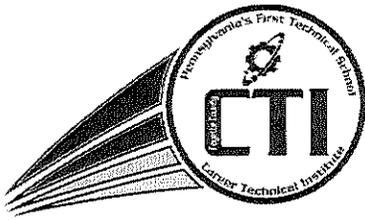
Extracurricular activities and clubs: _____

Honors/Awards: _____

Name: _____ Date: _____

Shop: _____ School: _____

Grade: _____



Fayette Career & Technical Institute

Career Advisement Plan (CAP) Program

2012 - 2013

11th Grade

Name: _____ Date: _____
Shop: _____ School: _____
Grade: _____

Academic Goals at Fayette CTI

Goals for Passing Shop: _____

Skills to Develop: _____

Certification(s) working towards: _____

Plans with Skills Learned: _____

Career Goals

Careers that interest me: _____

I am considering the following options after high school: (Check all that apply)

- | | |
|--|---|
| <input type="checkbox"/> Community College | <input type="checkbox"/> Apprenticeship |
| <input type="checkbox"/> Technical or Trade School | <input type="checkbox"/> Military |
| <input type="checkbox"/> 4+ year University or College | <input type="checkbox"/> Job Market |
| <input type="checkbox"/> Other _____ | |

General Information

2011-2012 Academic Schedule:

English:

Math:

Science:

Humanities (History):

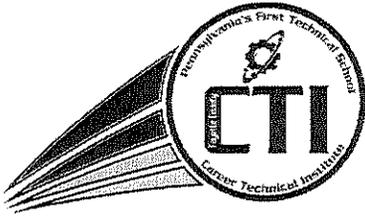
Electives:

Work/Service Experiences: _____

Current Job: _____ Driver's License: YES NO

Extracurricular activities and clubs: _____

Honors/Awards: _____



Fayette Career & Technical Institute

Career Advisement Plan (CAP) Program

2012 - 2013

10th Grade

Academic Goals at Fayette CTI

Goals for Passing Shop: _____

Skills to Develop: _____

Certification(s) working towards: _____

Plans with Skills Learned: _____

Career Goals

Careers that interest me: _____

I am considering the following options after high school: (Check all that apply)

- | | |
|--|---|
| <input type="checkbox"/> Community College | <input type="checkbox"/> Apprenticeship |
| <input type="checkbox"/> Technical or Trade School | <input type="checkbox"/> Military |
| <input type="checkbox"/> 4+ year University or College | <input type="checkbox"/> Job Market |
| <input type="checkbox"/> Other _____ | |

General Information

2011-2012 Academic Schedule:

English:

Math:

Science:

Humanities (History):

Electives:

Work/Service Experiences: _____

Current Job: _____ Driver's License: YES NO

Extracurricular activities and clubs: _____

Honors/Awards: _____

Name: _____

School: _____

Grade: _____

Name: _____

Shop: _____

Setting Goals Using a Data Collection Tool

District/CTC Fayette County Career & Technical Institute Year 2011-2012

<u>Student Body Composition</u>	Number of Students	% of Students					Comments
Total Enrollment	504	-----					
Male Enrollment	284	56%					
Female Enrollment	220	44%					
<u>Race</u>	-----	-----					
White	445	88%					
Black	45	8%					
Latino	2	3%					
Asian	0	0%					
Other	12	2%					
<u>Special Groups</u>	-----	-----					
Free/Reduced Lunch	155	31%					
Special Ed./IEPs	159	32%					
Learning Dis.	104	21%					
Gifted	0	0%					
ESL	0	0%					
<u>Attendance</u>	<u>Current</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Year 5</u>	Comments	
	(%)	Goal	Goal	Goal	Goal		
Overall	84%	82%	88%	90%	92%		
Elementary	0%	0%	0%	0%	0%		
Middle	0%	0%	0%	0%	0%		
High	84%	82%	88%	90%	92%		
<u>Graduation Rate</u>	<u>Current</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Year 5</u>	Comments	
	(%)	Goal	Goal	Goal	Goal		
Overall	85%	87%	89%	91%	93%		
White	81%	82%	83%	84%	85%		
Black Latino	13%	23%	33%	43%	53%		
Asian	0%	0%	0%	0%	0%		
Other	0%	0%	0%	0%	0%		
Free/Reduced	43%	45%	47%	49%	51%		
Learning Dis.	84%	86%	88%	90%	92%		
Gifted	0%	0%	0%	0%	0%		
ESL	0%	0%	0%	0%	0%		

Setting Goals Using a Data Collection

District/CTC: Fayette County Career & Technical Institute Year 2011-2012

<u>Post-Secondary Attainment</u>	<u>4 Year College</u>	<u>2 Year College</u>	<u>1-2 Year Technical/Specialized</u>	<u>Apprenticeship Up to 4 years</u>	<u>OJT/Certification</u>	<u>Military</u>	<u>Employment</u>
<u>Baseline Year (Now)</u>	<u>%</u>	<u>%</u>	<u>%</u>	<u>%</u>	<u>%</u>	<u>%</u>	<u>%</u>
Overall	11	31	8	3	1	7	39
Male	8	32	9	4	2	8	37
Female	15	30	6	0	0	6	43
White	11	31	8	3	1	7	39
Black	20	0	20	0	0	0	60
Latino	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Asian	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Other	0	0	100	0	0	0	0
Free/Reduced Lunch	Due to are delivery system (semester about) we do not serve lunch						
IEP-LD	3	4	40	3	0	4	46
IEP-Gifted	N/A	N/A	N/A	N/A	N/A	N/A	N/A
ESL	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<u>Year 2</u>							
Overall	13	31	11	3	1	7	34
Male	10	32	12	4	2	8	32
Female	17	30	9	0	0	6	38
White	13	31	11	3	1	7	34
Black	40	0	40	0	0	0	20
Latino	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Asian	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Other	0	0	100	0	0	0	0
Free/Reduced	Due to are delivery system (semester about) we do not serve lunch						
IEP-LD	5	4	43	3	0	4	41
IEP-Gifted	1	N/A	N/A	N/A	N/A	N/A	N/A
ESL	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<u>Academic and Career Plans</u>	<u>Grade 6</u>	<u>Grade 7</u>	<u>Grade 8</u>	<u>Grade 9</u>	<u>Grade 10</u>	<u>Grade 11</u>	<u>Grade 12</u>
	<u>%</u>	<u>%</u>	<u>%</u>	<u>%</u>	<u>%</u>	<u>%</u>	<u>%</u>
Baseline Year (now)	N/A	N/A	N/A	N/A	50	75	85
Year 2 Goal	N/A	N/A	N/A	N/A	52	77	87
Year 3 Goal	N/A	N/A	N/A	N/A	54	79	89
Year 4 Goal	N/A	N/A	N/A	N/A	56	81	91
Year 5 Goal	N/A	N/A	N/A	N/A	58	83	93

Total Enrollment at the CTC

Disaggregate if possible by:

Gender:

Race

SES

<u>CTC Enrollment</u>	<u>Grade 9</u>	<u>Grade 10</u>	<u>Grade 11</u>	<u>Grade 12</u>	<u>Overall</u>
<u>Baseline Year Now</u>	N/A	203	173	123	499
<u>Year 2 Goal</u>	N/A	215	185	135	535
<u>Year 3 Goal</u>	N/A	215	195	145	555

Retention Rates at the CTC

	<u>Grade 9</u>	<u>Grade 10</u>	<u>Grade 11</u>	<u>Grade 12</u>	<u>Overall</u>
<u>Baseline Year Now</u>	N/A	4%	5%	6%	5%
<u>Year 2 Goal</u>	N/A	3%	4%	5%	4%
<u>Year 3 Goal</u>	N/A	2%	3%	4%	3%

Special Education Enrollment Rates at the CTC

	<u>Grade 9</u>	<u>Grade 10</u>	<u>Grade 11</u>	<u>Grade 12</u>	<u>Overall</u>
<u>Baseline Year Now</u>	N/A	36%	31%	35%	34%
<u>Year 2 Goal</u>	N/A	33%	30%	32%	31%
<u>Year 3 Goal</u>	N/A	30%	30%	30%	30%

Report in numbers and percentages

**“Counseling for Career Success”
2012-13
Itemized Budget Report**

School District: Fayette County Career & Technical Institute

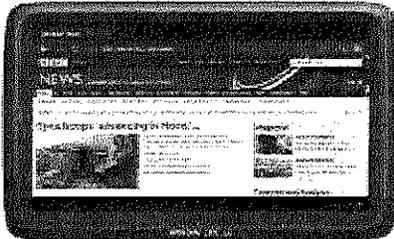
Goal	Activity/Intervention	Standards Addressed	Grade Level	Assessment Tool/Description	Item	Vendor	Item Cost	Contact Person
Digitalization and Accessibility of Student Evaluation, Questionnaires, and Career Success	<ul style="list-style-type: none"> Holland Code Assessments Senior Exit Surveys Job Search Tool Career Exploration Post-Secondary Searches CAP Form Scholarship Meetings Resume Building 	13.1 Career Awareness & Preparation 13.2 Career Acquisition 13.3 Career Retention & Advancement 13.4 Entrepreneurship	10,11,12	Assessment listed throughout Grant/Digital Tablet	Archos Arnova Tablet	CDW-G cdwg.com	\$189 x 21 = \$3969.00	CTI: Justin Cerullo CDW-G: Mike Collins
					Black Box Economy Notebook Cart	CDW-G cdwg.com	867.82 x 1 = \$867.82	CTI: Justin Cerullo CDW-G: Mike Collins
					Protective Cases for Digital Tablets	Amazon.com	4.99 x 21 = \$104.79	CTI: Justin Cerullo
Total:							\$4941.61	

Signature of Superintendent _____

Cynthia Shaw (Assistant Director) Date: 8-31-2012



800.808.4239



ARNOVA 10b G3 - tablet - Android 4.0 - 4 GB - 10.1"

Mfg. Part: 502018 | CDW Part: 2676311 | UNSPSC: 43211509



Tablet - Android 4.0 - 4 GB - 10.1" TFT (1024 x 600) - microSD slot - Wi-Fi

\$189.52 Advertised Price

\$54.85
Advertised Price



Recommended Warranty:
3 Yr Android OS Tablet Protection \$0-200

Availability: In Stock

Product Overview

Main Features

Tablet
 Android 4.0
 4 GB
 10.1" TFT (1024 x 600)
 microSD slot
 Wi-Fi

Featuring a powerful 1 GHz processor and 1 GB of RAM, the ARNOVA 10b G3 runs Android 4.0 'Ice Cream Sandwich' tablet operating system. This smart combination between high performance hardware and intuitive software means that the ARNOVA 10b G3 gives an excellent tablet experience, whether it's using the full web, watching Full HD videos or using the thousands of Android apps and games available to download.

Technical Specifications

Specifications are provided by the manufacturer. Refer to the manufacturer for an explanation of the print speed and other ratings.

Audio Input

Type: Microphone

Audio Output

Digital Audio Formats: APE , FLAC , MP3 , OGG , WAV
 Type: Speaker

Battery

Technology: Lithium polymer

Card Reader

Slots (for SD): microSD slot
 Supported Flash Memory Cards: microSD , microSDHC

Digital Camera

HD Video Recording: 720p

Dimensions & Weight

Depth: 0.5 in
 Height: 5.9 in
 Weight: 22.2 oz
 Width: 10.6 in

Display

Color Support: 16 million colors
 Diagonal Size (metric): 25.7 cm
 Multi-Touch Display: Yes
 Technology: TFT active matrix

Display (Projector)

Diagonal Size: 10.1 in
 Max Resolution: 1024 x 600

Features

Sensors: G-sensor

Flash Memory

Installed Size: 4 GB

Header

Brand: ARNOVA
 Compatibility: Mac , PC
 Manufacturer: Archos
 Model: 10b G3
 Packaged Quantity: 1
 Product Line: ARNOVA

Interface Provided

Interface: USB 2.0
 Qty: 1
 Type: Hi-Speed USB

Connector Type: Mini-phone stereo 3.5 mm
 Type: Audio

Miscellaneous

Features: Capacitive touch screen , G-sensor

Networking

Wireless Connectivity: IEEE 802.11n
Wireless Protocol: 802.11b/g/n

OS Provided

Type: Android 4.0

PDA Software

Type: Adobe Flash Player 11 , AppsLib , E-mail

Power Device

Type: Power adapter

Processor

Clock Speed: 1 GHz
Manufacturer: ARM
Type: Cortex-A8

RAM

Installed Size: 1 GB

Slot Provided

Total Qty: 1
Type: microSDHC

System

Handheld Type: Tablet

System Requirements

Min Operating System: Apple MacOS X , Linux , Microsoft Windows 7 , Microsoft Windows Vista , Microsoft Windows XP

Video Output

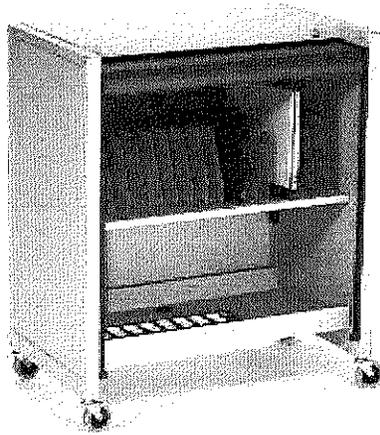
Digital Video Formats: AVI , FLV , H.264 , MKV , MOV , MPEG-4

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800.808.4239



Black Box Economy notebook cart

Mfg. Part: ELTC16D | CDW Part: 2444382 | UNSPSC: 43211612



Notebook cart

\$867.82 Advertisd Price

Availability: Call

Product Overview

Main Features

Notebook cart

Economically stores, secures, and transports 16 laptops.

Perfect for classrooms and training facilities

Ideal for schools, government offices, libraries, and corporate environments

Recharges netbooks overnight with the built-in power strip

Remove the dividers to use as a bookshelf

Store cables, printers, and other peripherals on the bottom shelf

Sturdy steel construction with a powder-coat finish

Includes two locking casters and two non-locking casters

Deters theft and prevents access to laptops

Tambour door opens easily and secures with a keyed lock

Tambour door slides into the cart and doesn't take up valuable floor space when open

Powder-coat finish protects against scratching

Features a cable pass-through on the bottom

Keyed lock keeps curious fingers out

Vented shelf design promotes cooling, especially when laptops are charging

Technical Specifications

Specifications are provided by the manufacturer. Refer to the manufacturer for an explanation of the print speed and other ratings.

Dimensions & Weight

Depth: 19.3 in
 Height: 38 in
 Width: 32.5 in

Header

Compatibility: PC
 Manufacturer: Black Box
 Packaged Quantity: 1
 Product Line: Black Box Economy

Miscellaneous

Category of Accessory: Computer security products , Notebook and tablet PC accessories
 Product Type: Notebook cart
 TAA Compliant: Yes

Service

Support Details Full Contract Period: Lifetime
 Support Details Type: Limited warranty

Service & Support

Type: Limited lifetime warranty

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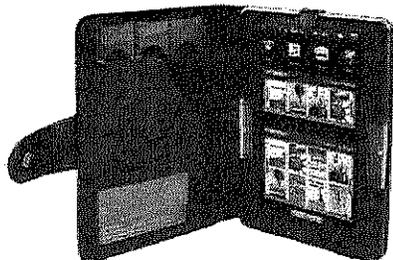
TV & Video Deals Trade-In

Navitech Genuine Brown Napa Leather Flip Open Book Style Carry Case / Cover & Anti Glare Screen Protector / Guard for the Archos Arnova 7e G2 Dual Touch 7 inch Android Tablet by Navitech

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Price: \$4.99

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Ships from and sold by **Navitech.**



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Product Features

- The leather cover adds style, personalization and protects your arnova 7e from bumps, scratches, and falls
- Magnetic flap closure, with interior room for 3 sd card slots
- Full access to all functions & charging while cased including access to screen functions
- This Protector Film is made of high quality plastic and is very lightweight and impact resistant
- Protects your screen from scratches and removes glare

Product Details

Shipping Information: [View shipping rates and policies](#)

ASIN: B007K7X11E

Average Customer Review: [Be the first to review this item](#)

Date first available at Amazon.com: March 14, 2012

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