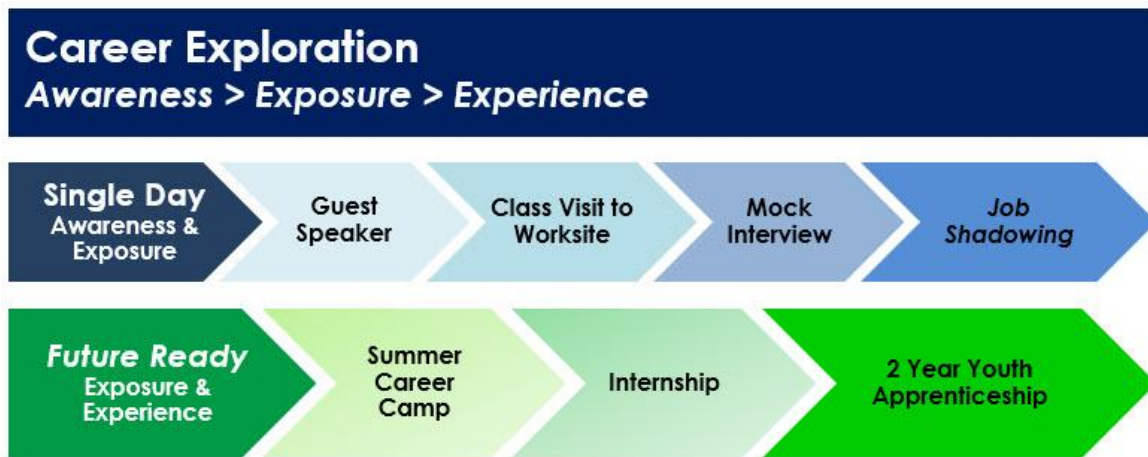




# CTE Career Specialists Support: K-12 Career Awareness & Exploration, CCR Achievement, WBL Data Collection

CTE Career Specialists are assigned to CCSD elementary, middle and high schools primarily by feeder pattern. They work with their assigned schools to:

- Facilitate career exploration experiences aligned with students' career interests / IGPs.



- Increase students' "Career-Ready" attainment via collaborative strategies to maximize ASVAB & WIN Career Readiness assessment scores, CTE program completion + qualifying certification(s), and qualifying Work-based Learning experiences. (see page 2)
- Support principals' WBL Data Entry designee all year, to ensure completion of this vital data entry in PS by **May 24, 2024, the WBL data deadline.**

Career Specialists typically engage with teachers, school counselors, media specialists, and other educators at each of their assigned schools. The Career Specialists are listed on the [CTE Support Team contacts page](#). Additional resources, including opportunities for each Career Cluster and field study funding support are available on the CTE webpage: [CharlestonEmpowered.com](http://CharlestonEmpowered.com).

CTE Career Specialists are supervised by [Chad Vail](#), Work-based Learning Partnerships Coordinator, under the leadership of [Richard Gordon](#), Executive Director of Career and Technology Education.



# WBL Career Ready Internship Experience Guidelines

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## WBL Career Ready Qualifier Requirements: *(Recorded in Red Box)*

- Student's primary or secondary IGP must align with the experience placement.
- Students must have earned a minimum of one course credit related to the placement.
- Career Ready Training Agreement with a duration allowing for 40+ hours of experience and established evaluation date at the end of the experience.
- Training Agreement, Evaluations with 40 hour minimum signed by supervisor on file at school with Teacher of Record.

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## Teacher of Record Internship Experience Checklist

### Before:

- Has interested student completed [CCSD Student Internship Connection Request Form](#)
- Guide student to speak with school counselor regarding space for internship in upcoming schedule
- Collaborate with career specialist to identify potential internships
- Collect [WBL Career Ready Training Agreement](#) - student & internship supervisor collaborate
- Collect [Transportation & Emergency Information form](#)

### During:

- Ensure documentation of hours and that the supervisor evaluation is scheduled
- Visit the worksite, unannounced. Career Specialist available to assist.

### After:

- Ensure all required student paperwork has been received and filed for audit**
- [Supervisor Evaluation Forms](#) w/ 40+ Hours Verified
- Collaborate with School Counseling dept / Career Specialist on PowerSchool Red Box

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## School Counselor Support

- Ensure experience fits student's schedule and it aligns with academic and IGP career goals
- Enter in PowerSchool, Check CCR for potential satisfaction. If entered for CCR (in red box) ensure Body of Work is filed safely & auditable

## Career Specialist Support

- Assist student with internship search and application process, including resume and onboarding requirements for host company
- Provide interview prep as needed
- Assist with site visits as needed

## Student Responsibilities

- Speak with teacher, career specialist or counselor about internship opportunities
- Fill out [CCSD Student Internship Connection Request Form](#)
- Meet with School Counselor to ensure internship fits schedule aligned with academic/career goals

## Student Forms

- Training Agreement - Ensure all signatures are completed and supervisor completes competencies.
- [Student Packet](#) and 40+ hours verification after completion of experience.