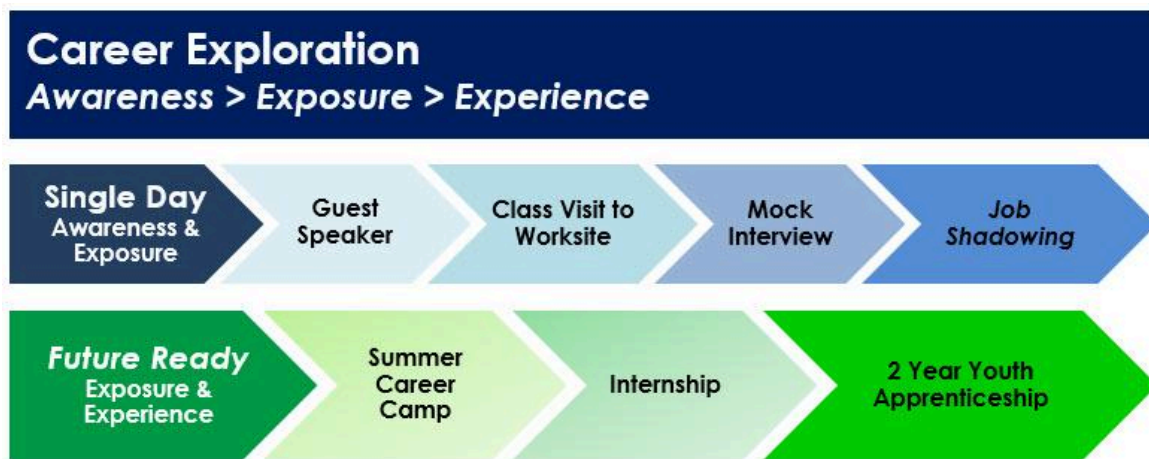




CTE Career Specialists Support: K-12 Career Awareness & Exploration, CCR Achievement, WBL Data Collection

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 3)
- Support principals' WBL Data Entry designee all year, to ensure completion of this vital data entry in PS by **May 30, 2025, the WBL data deadline.**

Career Specialists typically engage with teachers, school counselors, media specialists, and other educators at each of their assigned schools. Additional resources, including opportunities for each Career Cluster and field study funding support are available on the CTE webpage: 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.

CCR Qualifiers

COLLEGE READY

1. ACT = 20 or higher
2. SAT = 1020 or higher
3. AP = 3 or higher
4. IB = 4 or higher
5. 6 Hours of Dual Credit
(C or Higher)

CAREER READY

1. WIN Level 3 or higher
2. CTE Completer +
Industry Certification
3. ASVAB = 31 or higher
4. WBL Experience
(40+ Hours, IGP Aligned,
Training Agreement, &
Positive Supervisor Eval)



WBL Career Ready Internship Experience Guidelines

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.

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

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.