



THE SCHOOL DISTRICT OF
PALM BEACH COUNTY, FLORIDA

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Director

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CHOICE AND CAREER OPTIONS
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Contact Person:
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PX 48880

August 2, 2012

Bulletin HSP-1945-SLE/CC

Action by:
August 27, 2012

TO: All High School Principals

FROM: Janis Andrews, Ed.D., Chief Academic Officer 

SUBJECT: HIGH SCHOOL CAREER ACADEMY COORDINATOR SELECTION

Please identify a non-administrative staff member at your high school for the position of High School Career Academy Coordinator. Attached is the Agreement explaining the responsibilities for this position. This person must have an understanding of what is needed to coordinate and provide career development related activities including assessments, career analysis, and planning for students. The selected Career Academy Coordinator at each high school will receive a \$2,000 supplement for attending required monthly Career Academy Coordinator meetings, implementing Career & Technical Education related activities, and submitting the required End-of-Year Report with appropriate data requested. The Career Academy Coordinator at your high school will serve in an important role in the implementation and completion of related activities.

After selecting a non-administrative representative from your high school for the Career Academy Coordinator position, please have him/her complete and sign the attached agreement. Once you have received the completed contract from your Career Academy Coordinator, please make a copy of the agreement for your records and forward the signed original no later than **August 27, 2012**, to Dr. Jeraline M. Marsh, Fulton-Holland Educational Center, C 124 or fax to her at 561-432-6324.

Career Academy Coordinator meetings FY 2013 will be held on the following dates: August 16 (Palm Beach Lakes High School), September 20 (Atlantic High School), October 23 (Palm Beach Atlantic University), November 13 (Lincoln College of Technology), December 11 (Glades Central High School), January 17 (Congress Middle School), February 12 (Audio Bridge), and May 14 (FHESC Board Room). Meetings are held from 9:00 am to 12:30 pm and the Career Academy Coordinator's attendance is required.

EWG/JML/PBL/pap
Attachment

Approved: 
E. Wayne Gent, Superintendent

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High School Career Academy Coordinator Agreement

The following agreement will serve as a commitment for the implementation and completion of activities related to Career and Technical Education (CTE) programs and academies at your high school. A supplement of \$2,000 for SY '13 will be submitted for completion of all the activities listed below by the Career Academy Coordinator approved by the principal of your high school. Your school must offer at least two complete CTE programs (producing program completers) in order to qualify for the supplement. All required documentation must be submitted to Dr. Jeraline M. Marsh, Career Education Specialist by **May 14, 2013** to ensure payment of supplement.

Career Academy Coordinator Name _____

Employee ID Number _____

Career Academy Coordinator Position/Title _____

High School _____ Principal _____

How many classes does the Career Academy Coordinator teach? _____

What subjects are the classes? _____

Career Academy Coordinator Phone Number _____ PX _____ Fax _____

Career Academy Coordinator e-mail address _____

As the High School Career Academy Coordinator, the above person agrees to:

- Attend at least 80% of the required monthly Career Academy Coordinator meetings (**Note:** Full supplement amount is contingent upon attendance. Career Academy Coordinator must sign in at each meeting)
- Complete and submit End-of-the-Year Reports. The reports may include, but not be limited to industry certifications received by students, descriptions of CTE academies/programs, success of programs, # of students enrolled, special recognitions, CTSO involvement, advisory information, testing data, scholarship earnings of CTE/academy students, etc.
- Coordinate with school data processors to ensure career academy (both choice and in-house) students are properly coded on time per the Choice and Career Options Department's selected dates.
- Collect, verify, and report Career and Technical Education Program Completers. Distribute certificates to the appropriate individuals to ensure seniors receive them on time per the Choice and Career Options Department's selected dates.
- Collect and ensure the input and reporting of Occupational Completion Points for students enrolled in appropriate career and technical education courses.
- Attend the Showcase of Schools October 16, 2012 from 4:00 - 8:00 PM in order to market CTE programs.
- Assist other school staff with activities consistent with CTE programs and academies (i.e. promoting Career Pathways Programs of Study, articulation agreements, dual enrollment, and the Florida Bright Futures Vocational Gold Seal Scholarship).
- Provide information and/or coordinate professional development opportunities for Career and Technical Education program and academy instructors and school counselors.

I, (print name) _____, as the Career Academy Coordinator at
_____ High School, agree to fulfill the requirements contained in this agreement.

Signature of Career Academy Coordinator

Date

Signature of Principal

Date