



**THE SCHOOL DISTRICT OF
PALM BEACH COUNTY, FLORIDA**

PETER B. LICATA
DIRECTOR

CHERYL C. ALLIGOOD
CHIEF ACADEMIC OFFICER

CHOICE AND CAREER OPTIONS
3300 FOREST HILL BLVD., C-124
WEST PALM BEACH, FL 33406-5813

JOSEPH M. LEE, Ed.D
ASSISTANT SUPERINTENDENT

PH: 561-434-5829 FX: 561-434-7300
WWW.PALMBEACHSCHOOLS.ORG/CHOICEPROGRAMS

May 29, 2013
Bulletin #HSP-1975-CAO/CCO

Contact Person:

Jeraline M. Marsh, Ed.D., PX 48880
Jeraline.marsh@palmbeachschools.org

Action By:
June 3, 2013

TO: High School Principals
FROM: Cheryl C. Alligood, Chief Academic Officer *cca*
SUBJECT: **HIGH SCHOOL CAREER ACADEMY COORDINATOR SELECTION – SY 2013-14**

Please identify a non-administrative staff member at your high school for the position of High School Career Academy Coordinator. You may access the Agreement explaining the responsibilities for this position through **District eForms, PBSO 2219**. The person you select for these responsibilities 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 (i.e., *Industry Certifications, CAPE Academies, Career Themed Courses, etc.*), and submitting the required End-of-Year Report with appropriate data requested.

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 **June 3, 2013**, to: **Dr. Jeraline M. Marsh, Fulton-Holland Educational Center, C 124** or fax **561-434-8843** or **PX 48843**.

Career Academy Coordinator meetings for SY 2013-14 will be held from 9:00 a.m. to 12:30 p.m. on the following dates:

- Wednesday, August 14, 2013
- Thursday, September 26, 2013
- Thursday, October 24, 2013
- Thursday, November 21, 2013
- Thursday, December 12, 2013
- Thursday, January 16, 2014
- Thursday, February 13, 2014
- Thursday, May 15, 2014

The Career Academy Coordinator's attendance is required. Locations will be provided prior to the August 14, 2013 meeting.

EWG/CCA/JML/PBL:pap/jb

Approved: 
E. Wayne Gent, Superintendent