**Guidance Team Self-Study (GTSS) Crosswalk with CareerTech Accreditation Guidelines**

**Beginning in FY 2018**

**PART A: Guidance Services:**

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| **Criteria** | **CareerTech Accreditation Guidelines** |
| 1. Providing career exploration and planning services/activities to students | Student Support/Career Counseling and Advisement: #1 |
| 1. Providing information to all students to ensure knowledge of current high school graduation and college admission requirements | Student Support/Career Counseling and Advisement: #1 |
| 1. Specific accommodations required for special needs students attending the technology center are systematically communicated and coordinated with appropriate staff and instructors | Student Support/Career Counseling and Advisement: #5Support/Career Counseling and Advisement: #5 |
| 1. Providing information to all students about licenses, credentials and/or college credit that can be earned in each career pathway | Student Support/Career Counseling and Advisement: #1  Student Support/Career Counseling and Advisement: #3 |
| 1. Providing placement and employability skills to all students | Student Support/Placement: #4 |
| 1. Providing information to all students and families about financial planning that includes selecting and applying for postsecondary education | Student Support/Placement: #2 |
| 1. Providing orientation sessions for students and their families for students entering the technology center | Student Support/Career Counseling and Advisement: #1 |
| 1. Recognition of CareerTech students’ accomplishments are shared with partner schools for additional acknowledgement of student success | Student Support/Career Counseling and Advisement: #3  Student Support/Placement: #4 |

**Individual Planning:**

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| **Criteria** | **CareerTech Accreditation Guidelines** |
| 1. Providing individuals with career assessment interpretation (OK Career Guide, Pre-ACT, etc.), in order to advise students on the appropriate program placement | Student Support/Career Counseling and Advisement: #1 and #2 |
| 1. Assisting all students in developing a written Individual Career and Academic Plan with both academic and technical courses required | Student Support/Career Counseling and Advisement: #2 |
| 1. Assisting individuals in identifying, implementing and meeting **career goals** – providing high school, adult, and middle school students with information and advisement about career and educational options including college credit, certifications and credentials | Student Support/Career Counseling and Advisement: #2 and #3 |
| 1. Providing individuals with achievement and aptitude assessment interpretation in order to identify and implement academic goals | Student Support/Career Counseling and Advisement: #2 |

**Partner Collaboration and Coordination:**

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| **Criteria** | **CareerTech Accreditation Guidelines** |
| 1. Utilize and share data with high school and middle school counselors to advance student career development | Student Support/Career Counseling and Advisement: #3 and #5 |
| 1. Coordination is systematically organized and implemented with partner schools and agencies for services required for special needs students attending the technology center | Student Support/Career Counseling and Advisement: #4 and #5 |
| 1. Meet regularly with student services advisory committee, which includes a variety of stakeholders to share and collaborate on program data, initiatives, and future goals | Student Support/Career Counseling and Advisement: #3, #4 and #5 |
| 1. Meet regularly with support services agencies to access services for students | Student Support/Career Counseling and Advisement: #4 |
| 1. Collaborate with partner school counselors on implementing career development/career advisement for all students | Student Support/Career Counseling and Advisement: #3 and #5 |
| 1. Collaborate with parents/guardians on student progress toward career and academic goals | Student Support/Career Counseling and Advisement: #3 and #4  Student Support/Academic Integration and Enhancement #4 |
| 1. Coordination of school-wide involvement in career and academic planning for all students | Student Support/Career Counseling and Advisement: #3  Student Support/Academic Integration and Enhancement: #4 and #6 |

**Responsive Services:**

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| **Criteria** | **CareerTech Accreditation Guidelines** |
| 1. Counseling students through a variety of situations, i.e., tardies, absences, behavior problems, study skills, decision making, etc. | Student Support/Career Counseling and Advisement: #4 |
| 1. Develop partnerships with community based organizations in order to refer students and families to needed support services | Student Support/Career Counseling and Advisement: #4 |
| 1. Document support services provided to students, including services provided by the tech center and list outside referrals | Student Support/Career Counseling and Advisement: #4 |
| 1. Providing individual and group crisis intervention strategies | Student Support/Career Counseling and Advisement: #4 |

**System Support:**

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| **Criteria** | **CareerTech Accreditation Guidelines** |
| 1. A written guidance plan is developed that includes vision, purpose, and mission linked with the technology center | Student Support/Career Counseling and Advisement: #1 |
| 1. A variety of data is collected and analyzed on a regular basis to determine progress, anticipate needs, and make decisions about effectiveness of guidance and advisement program objectives and strategies on student results | Student Support/Career Counseling and Advisement: #4  Support Services Results: #1 |
| 1. A student and instructor needs assessment is developed and used annually | Student Support/Career Counseling and Advisement: #1 and #4  Support Services Results: #1 |
| 1. The promotion and marketing of the guidance/counseling program and the recruitment process includes involvement of the communications and marketing staff and is promoted and marketed to administrators, staff, students, parents, and community members | Student Support/Career Counseling and Advisement: #1 and #4  Communication, Marketing and Engagement/Recruitment and Enrollment: #2 |
| 1. Assisting and coordinating with administration on setting policies and procedures outlining appropriate standards and scope of guidance and counseling services in a technology center | Student Support/Career Counseling and Advisement: #1 |