

POTOSI SCHOOL DISTRICT

Education for Employment  
&  
Academic and Career Planning



September 5, 2017

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## **Academic and Career Planning Committee Members**

Coordinator: Molly Markham, School Counselor  
Tracy Brunton: Agriculture Education  
Tammy Cooley: Pupil Services Director  
Jason Edge: Physical Education and Health  
Reeba Keene: Special Education  
Zack Lynn: Business Education  
Mariah Meier: Special Education  
Lisa Nihles: Speech Therapist  
Mark Siegert: Physical Education and Athletic Director  
Mike Uppena: Principal  
Ronald Saari: Superintendent

## **Purpose of this Document**

This document was developed in accordance with the new Education for Employment administrative rule to develop and publish a long-range plan with school district staff and community stakeholders. This plan will be reviewed yearly. Consistent with the legislative requirements, our plan includes strategies to incorporate:

- Local, regional, and state labor market needs.
- Education and training requirements for occupations that will fill labor market needs.
- Process to engage parents regarding ACP services provided and opportunities to participate.
- Strategy to engage business, postsecondary education, and workforce development.
- Description of career and technical education (CTE) programming available, staff professional development for employment program requirements.

## **ACP Mission Statement**

The Potosi School District is committed to providing students with opportunities that empower them for postsecondary success. In order to accomplish this, students will engage in an Academic and Career Planning process, also known as ACP, which consists of self-exploration, career exploration, and the development of career management and planning skills. By helping students engage in the ACP process, the Potosi School District will be working towards our mission to “create lifelong learners of character who are productive members of society.”

## Local, regional, and state labor market needs

### Links to Information on Local, Regional, and State Labor Market Needs

- [Data Usa](#): This link provides information on Potosi's economy, health and safety, demographics, education, and housing and living.
- [Grant County Workforce and Economic Profile](#): This profile provides a snapshot of the labor market for Grant County, Wisconsin.
- [Wisconsin's WORKnet](#) This website provides data and information on Wisconsin's workforce and labor market.
- [Wisconsin Job Center](#): This website useful data sets on Wisconsin's labor market as well as links to additional information.

## Education and training requirements for occupations that will fill labor market needs.

[Southwest Wisconsin Workforce Development Plan 2016-20](#): This document provides specific information and data regarding projected labor market needs for Southwest Wisconsin and the level of education required to meet these needs.

**Process to engage parents regarding ACP services provided and opportunities to participate.**

Consistent efforts will be made to keep parents and guardians informed on ACP services. Communication will occur through email, mail, parent/teacher conferences, registration, and school events. Communication efforts will also be made via posts on social media outlets such as the district's website and Facebook page.

Students in grades 6-12 will have access to a Career Cruising Profile. Career Cruising is a software tool designed to help individuals build self-awareness, explore career options, and create a plan that is saved into a virtual portfolio. Students are encouraged to share this portfolio with parents and guardians.

Parents are invited to attend the following ACP related activities:

- Junior planning meetings
- Senior planning meetings
- Financial aid night

**Strategy to engage business, postsecondary education, and workforce development.**

Our school district leaders intend to work with local businesses and Potosi Area Chamber of Commerce to develop plans and strategies that incorporate businesses with academic and career planning. The intent is to develop a plan that benefits the businesses as well as the students, facilitating youth apprenticeships, shadow opportunities, and work-based learning experiences.

Additionally, we will continue to work with Southwest Technical College and the University of Wisconsin Platteville to include Potosi students in postsecondary activities such as college and career fairs, tours, conferences, and participation in college level courses through the Youth Options Program.

Currently, we are working with Jamie Nutter through CESA 3 to offer transcribed credit courses and the opportunity for students to graduate with an associate's degree.

**Description of career and technical education (CTE) programming available, staff professional development for employment program requirements.**

Career and Technical Education (CTE) centers on exploration in relation to the world of work. Before graduation, students will be given opportunities that will help in the development of an individualized career plan that is in line with their abilities, aptitudes, and interests. These opportunities include:

- Work Based Learning: Strengthens partnerships with businesses and higher education institutions and allows students opportunities to reinforce workplace skills and behaviors.
- College and Career Readiness
- Academic and Technical Skills: Promotes life-long learning in a global society.
- Leadership and 21<sup>st</sup> Century Skills Through Career and Technical Student Organizations (CTSOs): Communication, critical thinking, problem solving, entrepreneurship and leadership are just a few of the skills developed through CTSOs

*This section is under construction.*

# Academic and Career Planning: Grade Level Objectives

Self-Awareness

Academic Prep/Planning

Exploration Activities

Career Prep

Grade	ACP Advisors	Activities	ACP Advisory (Mon/Fri 12:40-1:10.)	Optional Activities
<b>K-5</b>	Elementary Teachers		NA	
<b>6</b>	Mark & Amy	<ul style="list-style-type: none"> <li>-Outdoor Education</li> <li>-Forward Exam</li> <li>-MAPs</li> <li>-School store</li> <li>-Exploratory field trips</li> <li>- Middle school transition PH</li> </ul>	<ul style="list-style-type: none"> <li>-Career Matchmaker (39 questions).</li> <li>-Learning Styles Inventory.</li> <li>-Research careers of interest and save 1 career to My Plan.</li> <li>-List “Hobbies &amp; Interests” in resume section of My Plan.</li> <li>-Grade check</li> </ul>	-Extracurricular involvement
<b>7</b>	Murray & Eastlick	<ul style="list-style-type: none"> <li>-MAPs</li> <li>-School store</li> <li>-National Guard visits</li> <li>-Army visits</li> <li>-Exploratory field trips</li> <li>- Team Building power hour</li> <li>- Passion project</li> <li>- Study skills</li> </ul>	<ul style="list-style-type: none"> <li>-Enter short and long term goals in “My Goals &amp; Plans” section of My Plan.</li> <li>-Review 6<sup>th</sup> grade matchmaker results and saved careers. Update careers of interest.</li> <li>-Research careers by school subject and update to My Plan.</li> <li>-Update “Hobbies &amp; Interests” in resume section of My Plan.</li> <li>-Begin journal of career development activities</li> <li>-Grade check</li> </ul>	-Extracurricular involvement
<b>8</b>	Downs & Cooley	<ul style="list-style-type: none"> <li>-Class schedule</li> <li>-Forward Exam</li> <li>-School store</li> <li>-National Guard visits</li> <li>-Army visits</li> <li>-Exploratory field trips</li> <li>- Character/leadership power hour (hartline)</li> </ul>	<ul style="list-style-type: none"> <li>-Career Matchmaker (39 questions).</li> <li>-Review college planning timeline</li> <li>-Research careers by cluster and save 2 careers and top 2 career clusters to My Plan</li> <li>-Answer remaining matchmaker questions (116 questions total). Write reflection on career suggestions in My Journal.</li> <li>-Begin 4 year plan (Education Plan).</li> <li>-Make note of new hobbies &amp; interests.</li> <li>-Include extra curricular activities in My Plan (under “my activities &amp; Experiences”).</li> </ul>	-Extracurricular involvement

			<ul style="list-style-type: none"> <li>- Review and update “career &amp; life goals.”</li> <li>- Grade check</li> </ul>	
9	Fruit, Hilby, Keene	<ul style="list-style-type: none"> <li>-Leadership and team building power hour</li> <li>-Class schedule</li> <li>-Aspire Exam</li> <li>-Review graduation requirements</li> <li>-Electives</li> <li>-MAPs</li> <li>-National Guard visits</li> <li>-Army visits</li> <li>- Digital Citizenship</li> </ul>	<ul style="list-style-type: none"> <li>-Research careers using the Career Selector and save their results to My Plan. Save another two careers of interest to My Plan.</li> <li>-Review careers of interest and compare two possible career choices</li> <li>-Review the College Planning Timeline</li> <li>-Delete previous Learning Styles Inventory results and retake the assessment.</li> <li><u>-Create a pamphlet about one of their careers of interests in English?</u></li> <li>-Update Four-year plan (Education Plan)</li> <li>-Update Hobbies and Interests and Extracurricular Activities and have students select five Skills and Abilities to include in My Plan. Describe how they can demonstrate each skill using the comments section.</li> <li>-Review and update Career and Life Goals.</li> <li>- Grade check</li> </ul>	<ul style="list-style-type: none"> <li>-CTE classes</li> <li>-Dual enrollment</li> <li>-Extracurricular involvement</li> <li>-College representative visits</li> <li>-Job shadow</li> <li>-Community service</li> <li>-Employability Skills Certificate</li> </ul>
10	Bull & Fry	<ul style="list-style-type: none"> <li>-Leadership and team building power hour</li> <li>-Class schedule</li> <li>-Forward Exam</li> <li>-Aspire Exam</li> <li>-Electives</li> <li>-MAPs</li> <li>-National Guard visits</li> <li>-Army visits</li> <li>-CPR</li> <li>-AED</li> <li>-</li> </ul>	<ul style="list-style-type: none"> <li>-Complete Career Matchmaker. Specify the level of education they’re planning and saving results as 10th grade results and updating the Best Match.</li> <li>-Save any new careers of interest to the Portfolio.</li> <li>-Review the College Planning Timeline</li> <li>-Review the educational requirements for at least two careers of interest.</li> <li>-Explore Career Cruising’s Explore Schools section and save two schools of interest that they have explored.</li> <li>-Update Four-year plan (Education Plan)</li> <li><u>-Using the Resume Builder, complete a first draft resume, including any</u></li> </ul>	<ul style="list-style-type: none"> <li>-CTE classes</li> <li>-Dual enrollment</li> <li>-Extracurricular involvement</li> <li>-College representative visits</li> <li>-Job shadow</li> <li>-Community service</li> <li>-Employability Skills Certificate</li> </ul>



			<u>relevant hobbies, extracurricular activities, work experiences or volunteer experiences in English?</u> - Grade check -Review and update Career and Life Goals	
<b>11</b>	Hartline, Meier, Liechty	-Leadership and team building power hour -Class schedule -ASVAB -ACT test prep -Work Keys -Junior counselor meeting -Elective courses -National Guard visits -Army visits -College fair at UWP	-Complete My Skills Assessment for the Career Matchmaker results reflecting the best match results. Describe a plan for developing the necessary skills for careers of interest using My Journal. -Review the College Planning Timeline -Using the list of My Saved Careers, students should choose a career and, and research job availability. -Complete the School Selector and save an additional two schools of interest. -Update Four-year plan (Education Plan) -Complete the Ability Profiler assessment. -Review list of saved schools, and compare two schools research two programs of interest to see which schools offer those programs. Using the Your Thoughts section, make note of admission requirements, costs, campus services, athletics etc. -Complete the Post-Secondary Plan component of My Plan. -Update Resume. -Review and update Career and Life Goals. - Grade check	-Youth Options -Advanced Placement - Dual enrollment -CTE classes -Virtual courses -Youth Apprenticeship -Extracurricular involvement -College representative visits -Job shadow -Community service -Employability Skills Certificate
<b>12</b>	Green, Brunton, Lynn	-Leadership and team building power hour -Class schedule	Review Four-year plan (Education Plan) -Review the College Planning Timeline	-Youth Options -Advanced Placement - Dual enrollment -CTE classes

		<ul style="list-style-type: none"> <li>-Senior counselor meeting</li> <li>-Consumer Education</li> <li>-National Guard visits</li> <li>-Army visits</li> </ul>	<ul style="list-style-type: none"> <li>-Review list of saved schools</li> <li>-Begin to explore scholarships and make note of application deadlines</li> <li>-Update Resume and export to Microsoft Word to further polish their work. Save the updated resume to the My Files section of My Plan.</li> <li>-Review Employment Guide section on letter writing and prepare a cover letter for the resume. Add the cover letter to the My Files section of My Plan</li> <li>-Review the interview skills section of the Employment Guide. <u>Mock interviews in English?</u></li> <li>-Review the Post-Secondary plan and make any necessary changes.</li> <li>-Review and update Career and Life Goals.</li> <li>-Students can reflect on their career preparation experiences throughout high school in the My Journal section.</li> <li>- Grade check</li> </ul>	<ul style="list-style-type: none"> <li>-Virtual courses</li> <li>-Youth Apprenticeship</li> <li>-Extracurricular involvement</li> <li>-College representative visits</li> <li>-Job shadow</li> <li>-Community service</li> <li>-FAFSA Presentation</li> <li>-Employability Skills Certificate</li> </ul>
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### References

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State of Wisconsin Department of Workforce Development. (2016). Grant county workforce & economic 2015 profile. Retrieved from [http://worknet.wisconsin.gov/worknet\\_info/Downloads/CP/grant\\_profile.pdf](http://worknet.wisconsin.gov/worknet_info/Downloads/CP/grant_profile.pdf)

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