

# Clay County 3-Year Plan for Career Academy Implementation

## Section 1: College and Career Readiness

Grade Level Milestones	15-16	16-17	17-18
<b>Middle School</b>	<ul style="list-style-type: none"> <li>8<sup>th</sup> Grade “My Career Shines” Planning tool</li> <li>Academy Expo/Career Expo (8<sup>th</sup> graders, February)</li> <li>Clay Chamber Career Fair virtual video tour (March)</li> </ul>	<ul style="list-style-type: none"> <li>8<sup>th</sup> Grade “My Career Shines” Planning tool</li> <li>Academy Expo/Career Expo (8<sup>th</sup> graders, February)</li> <li>Clay Chamber Career Fair virtual video tour (March)</li> </ul>	<ul style="list-style-type: none"> <li>8<sup>th</sup> Grade “My Career Shines” Planning tool</li> <li>Academy Expo/Career Expo (8<sup>th</sup> graders, February)</li> <li>Clay Chamber Career Fair virtual video tour (March)</li> </ul>
<b>9<sup>th</sup></b>	<ul style="list-style-type: none"> <li>Industry field trips</li> <li>Guest speakers</li> </ul>	<ul style="list-style-type: none"> <li>Industry field trips</li> <li>Guest speakers</li> </ul>	<ul style="list-style-type: none"> <li>Industry field trips</li> <li>Guest speakers</li> </ul>
<b>10<sup>th</sup></b>	<ul style="list-style-type: none"> <li>College field trips</li> </ul>	<ul style="list-style-type: none"> <li>College field trips</li> </ul>	<ul style="list-style-type: none"> <li>College field trips</li> </ul>
<b>11<sup>th</sup></b>	<ul style="list-style-type: none"> <li>Clay County Chamber Job Fair @ SJRSC (February)</li> <li>Job Shadowing</li> </ul>	<ul style="list-style-type: none"> <li>Clay County Chamber Job Fair @ SJRSC (February)</li> <li>Job Shadowing</li> </ul>	<ul style="list-style-type: none"> <li>Clay County Chamber Job Fair @ SJRSC (February)</li> <li>Job Shadowing</li> </ul>
<b>12<sup>th</sup></b>			<ul style="list-style-type: none"> <li>Capstone (internship, project, portfolio)</li> <li>Project Based Learning</li> </ul>
<b>9-12</b>	<ul style="list-style-type: none"> <li>Project Based Learning</li> </ul>	<ul style="list-style-type: none"> <li>Project Based Learning</li> </ul>	<ul style="list-style-type: none"> <li>PBL Expo</li> </ul>

## Section 2: Immediate Tasks

Role	Annual Responsibilities (1, 2, or 3 indicates FORD NGL Strands, see attached document for further explanation)	15-16 Tasks	Completed by date:	16-17 Tasks
<b>Counselors</b>	<ul style="list-style-type: none"> <li>2 - Attend academy related field trips</li> <li>2 - Attend regular academy meetings</li> <li>2 - Support the academic intervention process</li> <li>2 - Support cohort scheduling</li> </ul>		Ongoing	
<b>Career Specialist</b>	<ul style="list-style-type: none"> <li>2 - Support the CTE Director in organizing the career fair/events</li> <li>2 - Support the CTE Director in job shadowing (focus on placement)</li> <li>Support Junior High career implementation events</li> </ul>		Fall and Winter	

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<b>Business/Community</b>	<ul style="list-style-type: none"> <li>3 - Partner with academies to design academy field trip scope</li> <li>3 - Receive training on school accountability and instructional priorities</li> <li>3 - Participate in the 7th-8th grade career activities</li> <li>3 - Work with CTE Director and academy coaches to organize job shadowing</li> <li>3 - Participate in designing the capstone experience</li> <li>3 - serve on advisory boards</li> </ul>		Ongoing	
<b>Building Admin</b>	<ul style="list-style-type: none"> <li>2 - Support the career academy structure and activities (cohort schedule, counselors and administrators assigned to academies, field trips, etc.)</li> <li>2 - Establish a formal meeting schedule for admin and AC at least bi-monthly</li> <li>2 - Establish a formal meeting schedule for admin, AC, counselors, and team leads at least bi-monthly</li> <li>2 - Submit meeting schedules and minutes to CTE Director</li> <li>2 - Identify academy training leader representative (Administrator)</li> <li>2 - Ensure administrative representation and participation at academy team meetings</li> <li>2 - Ensure administrative representation and participation at advisory board meetings</li> <li>2 - Advocate publicly for career academies</li> </ul>			
<b>District Leadership</b>	<ul style="list-style-type: none"> <li>1 - Attend school academy leadership meetings throughout the year as possible <b><u>District Staff</u></b></li> <li>3 - Conduct an annual orientation meeting with business and community partners <b><u>CTE Director</u></b></li> <li>3 - Educate businesses on school expectations, job shadowing, internships, etc. <b><u>CTE Director</u></b></li> <li>3 - Coordinate location, transportation, event date, food, student prep, student follow up, and printing for career fair <b><u>CTE Director</u></b></li> </ul>	<ul style="list-style-type: none"> <li>2 - Develop Clay Career Academy Presentation to ensure a common message <b><u>Public Relations Officer</u></b></li> <li>1 - All trainings will be videotaped for replication to other administrators <b><u>PD Department</u></b></li> <li>3 - Develop memorandum of understanding (MOU) for externships,</li> </ul>	<p>Ongoing</p> <p>September, annually</p> <p>Ongoing</p> <p>Fall annually</p> <p>October 2015</p>	<ul style="list-style-type: none"> <li>2 - Find a course code and weighting options for capstone <b><u>Supervisor of Secondary Education</u></b></li> <li>2 - Determine policy regarding capstone <b><u>District Team</u></b></li> <li>2 - Finalize capstone</li> </ul>

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		<p>internships, and partnership activities</p> <p><b><u>CTE Director</u></b></p> <ul style="list-style-type: none"> <li>• 2 - Establish a district standard for academy expos <b><u>Supervisor of Secondary Education</u></b></li> <li>• 1 - Develop an employability skills rubric by the start of 2016-17 and develop policy regarding its use <b><u>CTE Director</u></b></li> <li>• 1 - Investigate how technology can support the application of the employability skills rubric (Use FOCUS for compiling scores, etc.) <b><u>Supervisor of Secondary Education</u></b></li> <li>• 2 - <b><u>Director of CTE</u></b> facilitate academy coaches' work to create academy related field trips</li> <li>• 3 - Create invitation/application/MOU for career fair participating businesses <b><u>CTE Director</u></b></li> <li>• 3 - Create MOU for</li> </ul>	<p>October 2015</p> <p>October 2015</p> <p>November 2015</p> <p>Ongoing</p> <p>October 2015</p> <p>October</p>	<p>experience</p> <p><b><u>District Team</u></b></p>

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Role	Annual Responsibilities (1, 2, or 3 indicates FORD NGL Strands, see attached document for further explanation)	15-16 Tasks	Completed by date:	16-17 Tasks
		<p>job shadowing with participating businesses <u>CTE Director</u></p> <ul style="list-style-type: none"> <li>• 3 - Create MOU for internships with participating businesses <u>CTE Director</u></li> <li>• 3 - Develop new relationships with businesses in health science related fields (CVS, Walgreens) for job shadowing <u>CTE Director</u></li> <li>• 2 - Lead academy coaches in developing criteria for participation in field trips <u>CTE Director</u> (Employability skills, attendance)</li> <li>• 3 - Determine criteria for job shadowing (Who will participate? When will it happen? A Fall, a winter, and a spring shadowing time-window? <u>CTE Director</u></li> <li>• 2 - Establish a meeting schedule for career specialists to meet</li> </ul>	<p>2015</p> <p>October 2015</p> <p>Ongoing</p> <p>October 2015</p> <p>October 2015</p> <p>Ongoing, monthly</p>	

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		<p>with academy coaches</p> <ul style="list-style-type: none"> <li>• <b><u>CTE Director</u></b></li> <li>• 2 - Determine how to provide transportation to job shadowing for students without personal vehicles <b><u>CTE Director</u></b></li> <li>• 2 - Investigate credit options for internships <b><u>Supervisor of Secondary Education</u></b></li> <li>• 2 - At August 2015 training, lay the groundwork to show counselors that they have time to support the intervention process and academies in general <b><u>Supervisor of Secondary Education</u></b></li> <li>• 1 - Generate ideas and explore the viability of capstone options and come up with a narrow list of options <b><u>District Team</u></b></li> </ul>	<p>Ongoing</p> <p>October 2015</p> <p>August 2015</p> <p>Ongoing thru 2016</p>	

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<b>Academy Coaches</b>	<ul style="list-style-type: none"> <li>• 3 - Establish academy field trips with business partners and post-secondary education institutions</li> <li>• 3 - Coordinate guest speakers for each academy at least once per quarter</li> <li>• 1 - Share and explain Programs of Study (POS) with teachers</li> <li>• 3 - Support Career fair organization for 7-8 grade</li> <li>• 3 - Follow direction of CTE Director to develop criteria for students to participate in field trips</li> <li>• 3 - Follow direction of CTE Director to develop criteria for students to participate in Job Shadowing</li> <li>• 3 - Coordinate and assist advisory board meetings</li> <li>• 3 - Encourage academy teachers to participate in advisory board meetings</li> <li>• 1 - Support the district (leadership, administration, guidance, teachers, etc.) with implementation tasks with wall to wall academies</li> <li>• Marketing support for wall to wall academies</li> <li>• Liaison with business partners</li> <li>• Monitor National Standards of Practice (NSOP)</li> <li>• Data collection for wall to wall academies students</li> </ul>	<ul style="list-style-type: none"> <li>• 3 - Promote and organize teacher externships</li> </ul>	<p>Ongoing</p> <p>Ongoing</p> <p>December 2015</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing, monthly</p> <p>Ongoing</p>	<ul style="list-style-type: none"> <li>• 3 - Initiate teacher externships (summer 2016)</li> </ul>
<b>Post-Secondary Education</b>	<ul style="list-style-type: none"> <li>• 3 - Partner with academies to design academy field trip scope</li> <li>• 1/3 - May serve as host site for the career fair</li> <li>• Participate in academy advisory boards</li> </ul>			

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Role	Annual Responsibilities (1, 2, or 3 indicates FORD NGL Strands, see attached document for further explanation)	15-16 Tasks	Completed by date:	16-17 Tasks
<b>Institutions</b>	<ul style="list-style-type: none"> <li>• Provide guest speakers for the academies</li> </ul>			
<b>Academy Teams</b>	<ul style="list-style-type: none"> <li>• 1 - Attend academy related events and field trips</li> <li>• 1 - Assist academy coach with identification of student placement for job shadowing</li> <li>• 1 - Incorporate field trips and other academy events in the design of student work</li> <li>• 1 - Support students in completing and storing the capstone experience</li> <li>• 1 - Contribute information/ideas to advisory board</li> <li>• Participate in advisory board and academy team meetings</li> <li>• Participate in the student intervention process</li> </ul>		<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
<b>Academy Team Leads</b>	<ul style="list-style-type: none"> <li>• All responsibilities listed above (under teams)</li> <li>• Facilitate academy team meetings</li> <li>• Coordinate agendas and activities</li> <li>• Work as a liaison with the academy coach</li> <li>• Maintain academy meeting documentation, including the district PLC logs</li> <li>• Coordinate meeting times and locations</li> </ul>		Ongoing	
<b>Content Teams</b>	<ul style="list-style-type: none"> <li>• 1 - Share curriculum maps with academy coach at the start of each school year</li> </ul>			
<b>AAIS</b>		<ul style="list-style-type: none"> <li>• 2 - Create a school academy leadership meeting agenda</li> <li>• 3 - Provide CCSD with resources related to organizing a career fair and preparing students to participate</li> <li>• 3 - Provide CCSD materials related to internship programs</li> </ul>		

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### Section 3: Immediate Tasks for District Staff

Role	Immediate Tasks Delineated by Role
Supervisor of Secondary Education	<ul style="list-style-type: none"> <li>• 2 - At August 2015 training, lay the groundwork to show counselors that they have time to support the intervention process and academies in general</li> <li>• 2 - Establish a district standard for academy expos</li> <li>• 2 - Investigate how technology can support the application of the employability skills rubric (Use FOCUS for compiling scores, etc.)</li> <li>• 2 - Investigate credit options for internships</li> <li>• 2 - Find a course code and weighting options for capstone (for 2016-17)</li> </ul>
Director of Professional Development	See Training Chart Below
CTE Director	<ul style="list-style-type: none"> <li>• 3 - Conduct an annual orientation meeting with business and community partners <b>Annually</b></li> <li>• 3 - Educate businesses on school expectations, job shadowing, internships, etc. <b>Annually</b></li> <li>• 3 - Coordinate location, transportation, event date, food, student prep, student follow up, and printing for career fair <b>Annually</b></li> <li>• 3 - Develop memorandum of understanding (MOU) for externships, internships, and partnership activities</li> <li>• 3 - Develop an employability skills rubric by the start of 2016-17 and develop policy regarding its use</li> <li>• 3 - Facilitate academy coaches' work to create academy related field trips</li> <li>• 3 - Create invitation/application/MOU for career fair participating businesses</li> <li>• 3 - Create MOU for job shadowing with participating businesses</li> <li>• 3 - Create MOU for internships with participating businesses</li> <li>• 3 - Develop new relationships with businesses in health science related fields (CVS, Walgreens) for job shadowing</li> <li>• 3 - Lead academy coaches in developing criteria for participation in field trips (Employability skills, attendance)</li> <li>• 3 - Determine criteria for job shadowing (Who will participate? When will it happen? A Fall, a winter, and a spring shadowing time-window?)</li> <li>• 3 - Establish a meeting schedule for career specialists to meet with academy coaches</li> <li>• 3 - Determine how to provide transportation to job shadowing for students without personal vehicles</li> </ul>
District Staff	<ul style="list-style-type: none"> <li>• 2 - Attend school academy leadership meetings throughout the year as possible</li> <li>• 3 - Develop Clay Career Academy Presentation to ensure a common message (<b>Public Relations Officer</b>)</li> <li>• 3 - Generate ideas and explore the viability of capstone options and come up with a narrow list of options</li> </ul>



# Clay County 3-Year Plan for Career Academy Implementation

## Section 4: Professional Development

### Training and Special Events

#### Director of Professional Development

All trainings will be videotaped for replication to other administrators

#### Strand 1

15-16	16-17	17-18
<ul style="list-style-type: none"> <li>• SBIP for 9<sup>th</sup> Grade Teachers <b>July 2015</b></li> <li>• Teaming training for 10<sup>th</sup> grade teachers and facilitators <b>June 2015</b></li> <li>• Responsive Academic Interventions training for HS academy team 9-10 leads, counselors, academy coaches, principals, and curriculum specialists <b>Sept. 15</b></li> <li>• Identify potential trainers for the 16-17 school year</li> <li>• TFU training for K-12 systems instructional leadership: curriculum specialists, academy coaches, instructional coaches, and administrative representation from each school <b>September 2015</b></li> <li>• Supporting Content Area Literacy in all subjects <b>November 17, 2015</b></li> <li>• Responsive Academic Interventions Training for Admin <b>November 2015</b></li> <li>• Training on TFU (based on assessment data) for content leads/department chairs <b>February 2016</b></li> <li>• Training on continuous improvement (4 half-day sessions) <b>April 2016</b></li> <li>• District-wide Career fair 8<sup>th</sup> grade</li> </ul>	<ul style="list-style-type: none"> <li>• SBIP for 10<sup>th</sup> Grade Teachers <b>Summer 2016</b></li> <li>• Teaming training for 11<sup>th</sup> and 12<sup>th</sup> grade teachers and facilitators <b>Summer 2016</b> (Emphasize the capstone experience during the training: Introduction to the concept and rationale of it, plant the seed)</li> <li>• Train the Trainer on Teaming and SBIP and Responsive Academic Interventions</li> <li>• Responsive Academic Interventions training for HS academy team 11-12 leads, counselors, academy coaches, principals, and curriculum specialists <b>Summer/Fall 2016</b></li> <li>• TFU training for site-based instructional leadership: content team leads/department chairs</li> <li>• Content Area Literacy training for content leads/department chairs (and teachers?)</li> <li>• District-wide Career fair 7<sup>th</sup> and 8<sup>th</sup> grade</li> </ul>	<ul style="list-style-type: none"> <li>• SBIP for 11-12<sup>th</sup> Grade Teachers</li> <li>• Teaming training for teams and facilitators as needed <b>Summer 2017</b></li> <li>• Provide training on supporting students through the capstone experience.</li> <li>• Interventions training as needed <b>Summer 2017</b></li> <li>• Train the Trainer on Teaming and SBIP (as needed)</li> <li>• Project-Based Learning Training for 9-10 grade teams, academy coaches, instructional coaches, administrators, curriculum specialists</li> <li>• District-wide Career fair 7<sup>th</sup> and 8<sup>th</sup> grade</li> </ul>

## Clay County 3-Year Plan for Career Academy Implementation

### Section 5: Shifts in Thinking and Language

#### Shifts in thinking and language required

- Scheduling is paramount for wall to wall implementation.
- Shift the conversation from “Did I teach it?” to “Are they learning?”
- Everyone needs to understand that there will be a capstone experience. It is currently under development, but people need to be aware it is coming and will be implemented in the 2017-18 school year.