



ABC Adult School

Placement Services Plan

Effective: 08/2021

Revised: 08/2024

INTRODUCTION

The goal of ABC Adult School is to place every student who has completed a program in a job related to their instruction. ABC Adult School offers placement services to program completers and other students, as resources permit. These services are designed to assist completers and other students in finding suitable employment that aligns with the needs of employers. The adult school program orientations inform students about these services and encourage them to register, submit résumés and sample cover letters, and create portfolios with the assistance of a Job Developer.

ABC Adult School collects placement and follow-up data from completers and their employers to evaluate the quality and effectiveness of its programs and training, and to make improvements.

RESPONSIBILITY

ABC Adult School employs a Job Developer who, under the direction of the assistant principal, oversees the adult school placement and follow-up activities, including résumé and cover letter assistance, job interview preparation, career advisement, management of an electronic job board, and student and employer referrals. The Job Developer communicates and coordinates job placement and follow-up services with students, employers, faculty, and administrators. The Job Developer also participates in collecting and evaluating placement and follow-up data. These data provide valuable information that is used to improve the quality and effectiveness of programs and student outcomes.

COMMUNICATIONS NETWORK

The Job Developer utilizes several methods to communicate job opportunities to the faculty, students, and businesses in the area:

- The Job Developer is involved with the local Chambers of Commerce and regularly attends meetings and events.
- The Job Developer attends meetings with local workforce investment boards.
- The Job Developer regularly communicates with our advisory committee members to make them aware of potential employees and to stay mindful of possible job openings.
- The Job Developer reports regularly to the CTEC department at monthly departmental meetings.
- The Job Developer maintains an active email list of teachers, employers, agency contacts, advisory members, and students, utilizing these lists to communicate regularly and connect students with job opportunities.

EMPLOYMENT OPPORTUNITIES FILE

The Job Developer maintains an electronic listing of job openings and opportunities for students, sends out emails containing openings, and also includes opportunities in monthly newsletters.

COUNSELING OF STUDENTS

The Job Developer maintains regular posted office hours and makes ample time available for counseling students when requested or needed to help develop a resume, portfolio, and letters of introduction, as well as provide general support and job placement guidance. The Job Developer also helps students utilize online job search tools. Job counseling for completers is available to students at any time, even after graduation, or upon request.

The CTE TOSA (Teacher on Special Assignment), Financial Aid Coordinator, and Job Developer counsel students upon enrollment and at the beginning of the program, as well as throughout the program when needed or requested. When counseling students during enrollment, a plan is developed in consultation with the students and their chosen CTE program of study.

Additionally, CTE staff and Administration counsel students when required or asked throughout the CTE program.

PLACEMENT RECORDS

The CTE support staff maintains placement records for completers. The CTE support staff also contacts students via postcard, email, and phone to determine their current employment status, particularly for those who, at graduation, were still seeking employment. This follow-up continues until the student has secured a job, the student requests that the follow-up cease, or the reporting period specified in the annual report has elapsed. Placement records may also be filled out on behalf of the student by an instructor if the instructor has direct contact with the student. All information provided is input by the CTE support staff into the ASAP student information system.

The CTE support staff also contacts the employer for employment information. Upon receiving the information, the CTE staff updates their ASAP records with the latest contact information, as well as potential salary and other relevant details, such as program effectiveness, modes of professional delivery, and the relevance of job requirements to the CTE program.

FOLLOW-UP COLLECTION AND REPORTING

ABC Adult School collects placement information from both completers and their employers. The results of this information serve as a measure of the adult school's success in achieving its mission.

Student placement and follow-up information are collected at the following points:

- During enrollment and through advisement, CTE support staff ask students if they are currently employed or if their employment status has changed.
- Program orientations inform students of the importance ABC Adult School places on

employment and ask students to inform adult school personnel if their employment status changes.

- Students secure employment opportunities through the Career Center and/or CTE support staff, who track their employment status.
- CTE support staff contact students at graduation, requesting that they complete the student follow-up survey
- Graduating or completing students receive an email from ABC Adult School reminding them about Career Placement Services and requesting that they complete the student follow-up survey.
- Students who withdraw or graduate from the Adult School with no evidence of follow-up information are considered “negative outcomes.” The CTE support staff works to collect accurate follow-up information from these former students.
- Student employment and/or continuing education status, as well as availability for graduation and placement, are entered into the student information system ASAP. Outcome data and reports are generated and made available for review by adult school administrators and faculty. This helps ensure knowledge of current placement performance, improvement in outcomes, and enhanced efficiency and effectiveness of follow-up efforts.

Compliance with COE outcome benchmarks is indicated in a Program Review, which administrators conduct annually. Results are shared during staff and CTE department meetings.

The adult school uses the information it collects to evaluate and improve program quality and effectiveness in meeting the needs of students and employers. Professional development courses on outcomes are available to ensure that faculty have the necessary information and resources to be successful.

INFORMATION DISSEMINATION TO FACULTY, STAFF, AND ADMINISTRATION

At least once a year, after the annual report is filed with the council, placement and follow-up information is compiled and reported to the faculty and staff at a CTE Department Meeting and staff meetings. The Assistant Principal assigned to the CTE program holds discussions with the CTE staff and faculty to evaluate program outcomes and collaborates with all CTE staff and faculty to improve the quality and effectiveness of the CTE programs. This information is also shared and discussed with our business partners at advisory meetings and the Institutional Advisory, fostering additional input that is used to enhance program effectiveness and outcomes.

2025-2026 GOALS

- Update and maintain accurate Career Placement Services
- Explore new ways of capturing student responses
- Student feedback survey regarding program quality and effectiveness
- Increase student and employer response rate for follow-up survey
- Improve the quality of written student and employer survey requests
- Send invitations to submit employer follow-up surveys to employers who recently hired students with the assistance of the Job Developer
- Increase job posting resources for employers and students
- Email regular announcements to students, informing them of new job postings
- Send weekly announcements to students of job opportunities related to their program of study, along with an invitation to meet with the Job Developer for assistance