



ABC Adult School

Placement Services Plan

MISSION STATEMENT:

The Mission of ABC Adult School is to provide quality education to our diverse community with meaningful opportunities for success in career, academic, and personal goals.

VISION STATEMENT:

Students will develop confidence and self-reliance as they aspire to reach their full potential in life-long learning. We will cultivate our students' desire for learning, and encourage them to try new and exciting challenges by giving them a solid foundation to build on.

INTRODUCTION

ABC Adult School's goal 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 help completers and other students find suitable employment that aligns with employers' needs. 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 assistant principal's direction, oversees 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 collects and evaluates placement and follow-up data. These data provide valuable information used to improve program quality 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 inform them of potential employees and to stay aware 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.
- Build strong community partnerships, increase student job opportunities, and ensure ABCAS' CTE programs are aligned with local industry expectations and needs.

EMPLOYMENT OPPORTUNITIES FILE

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

COUNSELING OF STUDENTS

The Job Developer maintains regularly posted office hours and makes ample time available to counsel students as needed to help develop a resume, portfolio, and letters of introduction, and to 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 start of the program, and throughout the program as needed or upon request. When counseling students during enrollment, staff develop a plan in consultation with students and their chosen CTE program of study.

Additionally, CTE staff and Administration counsel students as needed 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 secures a job, requests that follow-up cease, or the reporting period specified in the annual report has elapsed. An instructor may also complete placement records on the student's behalf if they have direct contact with the student. CTE support staff enter all information into the ASAP student information system.

The CTE support staff also contacts the employer for employment information. After receiving the information, CTE staff update their ASAP records with the latest contact information, 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. These results measure 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.
- 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 asking them to 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. The program generates outcome data and reports and makes them available for review by adult school administrators and faculty. This helps ensure awareness of current placement performance, improve outcomes, and enhance the efficiency and effectiveness of follow-up efforts.

Program Review indicates compliance with COE outcome benchmarks, which administrators conduct annually. Staff and CTE department meetings share results.

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

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.

2026-2027 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
- 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
- Implement a student survey for all program completers to solicit feedback and input on the CTE program and ABCAS as a whole.

ANNUAL REVIEW

The school's administration, instructors, and staff conduct an annual review of this plan.

Meeting	Date	Administrator; Confirming Plan Review
ABCAS Staff Meeting	8/5/2025	<i>JEFF HEILIG</i>
ABCAS Staff Meeting	8/6/2026	<i>JEFF HEILIG</i>