

## **Grant funded position Transitional Career Development Coordinator Mid-year 2018 Report**

Due to employee assignment and budgeting issues, I started this position full-time the first of October. During this first half year, I have worked with three general goals in mind:

1. building a strong and viable apprenticeship program for Rockingham County Schools' students,
2. assisting 8th grade students with the transition to high school, encouraging them to identify a potential career path as they approach high school, while making them aware of the pathway opportunities within the Rockingham County School system
3. Increasing high school enrollment, particularly from Reidsville High School, with our local community college, Rockingham Community College.

In many instances, the activities conducted work to help reach more than one of these goals. They are not always distinctly definable. I have listed the activities and events I have conducted or participated in in the above three categories specifically, with a fourth general category that includes activities that support all three of the goals listed above.

During this first half of the grant year, roughly two-fifths of my time has been spent in activities directly related to apprenticeships. About one-fifth of my time has been spent in working with eighth graders, slightly less than one fifth of my time has been spent in community college related activities, and about one-fifth of my time has been spent in general community awareness building activities, administrative required communication activities and travel. I anticipate a similar breakdown of time in the second half of the year, although specific foci may change slightly.

### **Goal One - Building a strong and viable APPRENTICESHIP PROGRAM for Rockingham County Schools' students**

#### **Activities conducted or participated in:**

- **Meetings (group)**
  - Participate in RockATop meetings (partnering apprenticeship sites and sponsoring agencies) - five monthly meetings
  - Participate in RockATop "officer" meetings - two meetings
- **Presentations** given in the community to increase program awareness and secure additional partners
  - Rotary club - Madison Mayodan
  - Rotary club - Reidsville
  - Chamber Executive Board - Western Rockingham Chamber
  - Chamber Board - Eden
  - Chamber Board - Reidsville

- Personnel Directors Association of Rockingham County (twice)
- Citizens for Economic Development
- County Wide Chamber Coffee
- RCS Counselors Meeting
- 8th grade parent/student orientation meeting - DMHS
- 8th grade parent/student orientation meeting - RCHS
- (8th grade parent/student orientation meeting - MHS - CDC presented this for me -- two schools were meeting at same time)
- Apprenticeship program is also mentioned and briefly explained at ALL eighth grade transition meetings mentioned in goal two below.
- **Presentations** attended at high schools to introduce the apprenticeship program
  - DMHS (1), MSH (1), RHS (2), RCHS (2), RCC (1)
- **Partner (Industry) Open Houses attended**
  - (5) AMCOR, ABCO, Pine Hall Brick, Smith Carolina, MSI
  - **Presented** at additional MSI open house
- **Industries Toured/Visited**
  - **Unifi**
  - **Frontier Spinning**
  - **Glass Dynamics**
  - **Ruger Sturm**
- **Additional Events** participated in
  - Advanced Manufacturing week - managed advanced manufacturing video contest for the high schools
  - Manned informational booth at the Advanced Manufacturing Day event at Rockingham Community College

**Activities already scheduled going forward:**

- Apprenticeship Candidate Preparation Session - January 25.
- RockATop Invitational (four evening interview for apprenticeship positions - working with RockATop planning this event) - February 12-15
- Panel participant for Work Force Development Summit - February 21.
- Monthly radio show to showcase RockATop participants and happenings ( 4th Monday each month)
- Currently conducting one on one industry visits to secure additional partners for next year. Six companies have already indicated a real interest in partnering with the program next year.

**Activities in the planning stages going forward:**

- Monthly Career Coach session for apprentices
- Scheduling and planning the RockATop Signing event - August
- May - RockATop meeting for next year's prospective partners

**Administrative activities** (paper work and social media)

**Twitter account** - RockCoWorks - weekly tweets

**Remind** - apprenticeship candidates and parents - notification of upcoming events on timeline

**Email** - apprenticeship candidates (and parents) throughout the application process

**Website** is managed by Dr. Scott

**Secretarial/Administrative tasks** - letters, eligibility perusals, attendance and grade reports, transcripts, etc.

**Office visits** - I have met with sixteen students who have requested meetings to discuss apprenticeship opportunities individually. I have met with four parents and have conversed by phone and text with six additional parents.

### **Raw Data summary**

Seven presentations to 1,600 high school students at five high schools (including RECHS at RCC) resulted in 186 students expressing interest in a RockATop apprenticeship. Preliminary scrutiny showed that 172 students were eligible. These students were invited to attend partner open houses at six partner industries along with their parents/guardians. Thirty-two students attended open houses. Several students attended more than one open house for a total of 74 open house visits (with parents). All 32 students submitted on-line applications to the program. RockATop partner industries have extended invitations to 31 students to attend the four evening invitational event that is required before going forward.

One student was not given an invitation because he did not complete his application. Invitations will be distributed to students upon their return to second semester classes. It is anticipated that roughly 25 of these students will be accepted into the pre-apprenticeship portion of the program.

Six prospective partner companies have expressed strong interest in joining the program next year. Additional partners are being courted.

## **Goal Two: Assisting 8th grade students with the TRANSITION TO HIGH SCHOOL, encouraging them to identify a potential CAREER PATH as they approach high school, while making them aware of the PATHWAY OPPORTUNITIES within the Rockingham County School system**

### **Meetings**

- Met with lead counselors (high school and middle school) to assure them that my role was a complement to their roles, and was not in competition with their role.
- Met with Vision 20/20 sub group to discuss use of CFNC in the classroom

### **Presentations Given -**

**8th grade presentations had three components and consisted of (2) 45 minute sessions or (1) 90 minute session**

- Assist students in registering with CFNC and completing career cluster surveys
- Assist students with connecting their personal interest inventory results with the pathway opportunities within the RCS system, including academies and work based learning opportunities

- Encourage students regarding the importance of attendance and grades from day one in high school in order to be able to take advantage of RCC college courses at no tuition cost while in high school (connects to goal three).
- **Presentation data**
  - Thirty-two 45 minute presentations were given and six 90 minute presentations were given. Three additional 90 minute sessions are waiting to be given (weather, sickness and computer issues caused these to be postponed to the beginning of second semester)
    - Holmes Middle School 216 students registered - 190 completed career cluster survey
    - Western Rockingham Middle School 221 students registered - 154 completed career cluster survey
    - Reidsville Middle School 116 students registered - 81 completed career cluster survey
    - Rockingham County Middle School 132 students registered - 112 completed career cluster survey (APPROXIMATELY 55 students still need to register at RCMS)

*These presentations have been well-received by both students and the middle school counselors. Counselors at WRMS and RCHS actively participated in the presentations. Counselors have let me know that they don't have the "time to do this." This supports our idea that we are not competing with the school counselor role but are an adjunct to it.*

**8th grade parent/student orientation presentation** - Parent/Student orientation presentations were 15 minutes in length, with three components. They were part of a larger presentation given by the school counselors. Attendance was SPARSE at these high school sponsored events

- reminded students of pathway opportunities in high school
- Reminded students (and informed parents) of importance of attendance and grades to take advantage of RCC college courses in high school.
- Encouraged students to continue to use their CFNC accounts.
- **Presentation data:**
  - **DMHS /WRMS - approximately 20 students and parents**
  - **RCHS/RCMS - approximately 70 students and parents**
  - **MHS/HMS** - this night was scheduled the same night as the DMHS event - CDC Hensley presented the material to this group. She indicated attendance was sparse but did not report numbers.
  - **RHS** - does not have an 8th grade parent/student orientation in the fall

#### **Activities Scheduled going forward**

- 8th grade classroom presentations are scheduled for the remaining classroom (three classes) at Rockingham County Middle School when second semester begins.
- Academy Information Days -
  - will be attending the five middle school academy presentations to provide a five minute review/reminder regarding using/updating CFNC surveys, and a reminder

of the RockATop apprenticeship program and other work based learning opportunities.

- Will be attending the five academy parent night presentations to provide a five minute discussion of the use of CFNC accounts (with parent account info) along with info regarding apprenticeship and work based learning activities

#### **Activities in the planning stages going forward**

- **8th grade presentations** - 45 minute in early May. These presentations will include three components
  - Upcoming High School “opportunities” (PSAT, ACT, SAT, Work Keys, etc)
  - Reminder of CFNC account usage
  - Encouragement to begin resume building with community service during the summer
- **Counselor meeting** - presentation to inform counselors of the 8th grade CFNC accounts and how to encourage students to use them going forward in high school
- **CTE director meeting** - to deliver results of the Career Cluster Surveys for future pathway/class planning.

### **Goal Three: Increasing high school enrollment in and awareness of programs at Rockingham Community College, with particular emphasis on students at Reidsville High School.**

Many of the activities that are incorporated in goals one and two contribute to reaching this third goal.

#### **Meetings:**

RCC CTE director (J. Lester) - I meet regularly with the CTE director from RCC to discuss how to support and promote RCC projects.

- I am currently working with Ms Lester on a project to bring RCC programs to the Reidsville High School Campus one at a time during CTE month for a Rams/Eagles Unite event. (See events below.)
- Currently working with Ms. Lester on a presentation for high school faculty entitled “How/Why does RCC touch our students?” -- The community college programs are varied and numerous and our faculties are report confusion regarding what the high school student can actually participate in.

#### **Presentations given:**

**Career College Graduation** - Speaker for graduation ceremony

**Transition to College and Work** - Transition Fair Speaker for RCS OCS Students - 4 presentations.

#### **Events participated in:**

Advanced Manufacturing Day - See Goal 1 above

#### **Activities Scheduled**

- Student meetings - I am working with college advisor and GEAR Up coordinator to meet with all seniors who have not applied for post secondary education to discuss options, especially RCC, during the first two weeks of second semester. (Over 50% of RHS seniors have not applied ANYWHERE for post secondary training.)
- RCC Placement Test - I have group testing scheduled at RCC for RHS students - February 26
- Rams and Eagles Unite - CTE Month - Tuesdays during February the following RCC departments will set up in the RHS Maker space for students to visit during lunch. Each program is assigned a day and will bring hands on activities for students. If this program goes well, we will continue to feature additional programs on Tuesdays. RCC may then chose to take this program to additional high schools.
  - Cosmetology
  - Machining
  - HVAC
  - Fourth to be determined.

### **Additional Activities Completed and Planned (these activities touch all goals)**

- **Monthly CDC meeting** - to share apprenticeship, CFNC, and RCC information with colleagues and to receive guidance from CDC colleagues, IMC and CTE director
- **Regular Program Coordination Meetings** - Meet with CTE director and IMC every two to three weeks - to coordinate efforts regarding RockATop Apprenticship activities, CFNC activities and other assigned projects
- **Chamber Coffees** - when scheduling permits I attend our local chamber coffees monthly to keep our apprenticeship efforts in their view and to make contacts for new potential partners

Each of the three goals with this grant funded position could easily morph into a full-time position if resources were available. Until such a time, I anticipate my time breakdown to be roughly similar to what it has been this last three and one-half months. Travel consumes a bit more time that I would like and simple administrative tasks are sometimes challenging traveling from one place to another. However, I am excited to continue with this work and anticipate seeing very measurable results going forward. Thank you for this opportunity.

Respectfully submitted,

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 Transitional Career Development Coordinator  
 January 17, 2018