



**A Guide to Career Development
Opportunities in California's
High Schools
June, 2009**

A Guide to Career Development Opportunities In California's High Schools

Acknowledgements

Information from this guide was extracted from a variety of websites including:

The California Department of Education

California Career Resource Network

National Academy Foundation

California Academy Support Network

ConnectEd

Thank you also to the individuals who have been willing to take the time to review and provide comments regarding the information and format of this guide:

John Merris-Coots, California Career Resource Network

Don Graves, Contra Costa County Independent Living Program

Catherine Giacalone, Contra Costa County Office of Education

Patricia Macias-Najar, California Community Colleges Chancellor's Office

Rose Baker, Humboldt County Foster Parent Association

Dan Blake, Sonoma County Office of Education

Stephen Jackson, Sonoma County Office of Education

About the Youth Transition Action Teams:

In 2004, New Ways to Work and Casey Family Programs established the Youth Transition Action Team Initiative (YTAT). It was designed to assist California's counties in supporting their Child Welfare Systems Improvement efforts by creating comprehensive local youth transition systems that support youth touched by the foster care system. Over the last five years, the initiative has continued to focus on bringing together the resources of the workforce, education, social service, philanthropic and Child Welfare Systems to better prepare adolescents who are current or former foster youth to achieve economic, educational, and employment success, as they transition into the adult world.

This guidebook was created by Lisa Elliott and edited by Steve Trippe of New Ways to Work. It was made possible through the support of Casey Family Programs, and the San Francisco Foundation. We are hopeful that it will be a useful tool in creating a road map to a bright and successful future for current and former foster youth across the state of California. To obtain additional copies of this guide, visit the New Ways to Work website at www.newwaystowork.org.

A Guide to Career Development Opportunities In California's High Schools

Introduction

“With few exceptions, every high school student will transition from the world of education to the world of work. For some this will happen immediately following high school. Others will attend community college, go to a trade school, enroll in a college or university, or earn advanced degrees.”¹

No matter what route they take, every student will benefit from the career development programs available in high schools today. The purpose of this guide is to provide an orientation to the array of career development programs and services that can typically be found within California's public schools. The availability of the programs listed here will vary from district to district and school to school, so it is important to research options early especially as State funding cuts will create limitations on program offerings. Being aware of what exists in your area as well as what has existed in the past, will help you to ask the right questions and make informed decisions about educational options available in your community..

While this guide contains information that applies to any young person, it is especially important for foster youth, social workers, caregivers, and others working with foster youth to understand and be aware of the range of choices that are available. Our goal in providing this information is to encourage young people and those who advocate on their behalf, to ask questions and seek out answers regarding the opportunities that may exist to begin exploring career interests and preparing for a successful transition to adulthood while in high school.

Many of the programs and services discussed in this guide require some forethought and planning. There is sometimes an enrollment and/or application process in place with strict deadlines that need to be followed. For this reason, whenever possible, it is a good idea to begin searching out these opportunities and preparing youth to take advantage of them while they are in middle school.

Work-based learning is a program element offered through several of the programs discussed in this guide. Work-based learning is defined as activities that occur at a workplace, providing structured learning experiences for youth and young adults through exposure to a range of occupations. Youth learn by observing and/or actually doing real work. Learning in the workplace supports academic learning and promotes the development of broad transferable skills. Work-based learning activities include such things as job shadows, informational interviews, internships, and work experience. Exposure to these types of activities help young people make more informed choices about their career and educational goals, and prepare them for employment as young adults.

It is important to remember that according to California state law, students have the right to apply to transfer to another school within their district (an intra-district transfer) or to a school in another nearby district (an inter-district transfer) that better meets their needs. This is another reason to start exploring options early, as the transfer process requires some time to complete.

We hope you will use this information as a roadmap to discovering what is available for youth in your community.

¹ *High School Career Pathways in Sonoma County*, A publication of the Sonoma County Office of Education, February 2008.

A Guide to Career Development Opportunities In California's High Schools

Information Provided in this Guide

Options and Opportunities for Career Preparation:

Multiple Pathways and California Career Technical Education

California's schools offer a variety of options for students to enroll in career related coursework.

Career Pathways

Programs of study that connect learning in the classroom with real world applications. Pathway programs typically offer a sequence of study over the course of multiple years.

Regional Occupational Centers and Programs

A program for students 16 years of age and older that focuses on the development of workforce skills and competencies and/or leads to advanced training in post secondary education.

Academy Programs

Academies provide small learning communities, career-themed instruction in a variety of career areas sequenced coursework over time, and connections with local employers and the community.

Workability I

A program for special education students in California that provides the opportunity to obtain marketable job skills while attending high school. Individualized case management and support is also provided. Students must have an Individual Education Plan (IEP) to qualify for services.

Transition Partnership Program

A California Department of Rehabilitation program for students in their last two years of high school. Students with physical, emotional, and/or mental disabilities are eligible.

Other Programs and School Types

Magnet Schools, Alternative Schools of Choice, Model Continuation Schools, Smaller Learning Communities, Charter Schools, AVID, Service Learning, Student Career Technical Organizations.

Facts about School Transfers

Information about the ability to choose a school that best fits a student's needs and interests including facts about inter and intra district transfers.

The Career Development Continuum

Career development is defined as a sequenced continuum of activities and experiences that address career and college awareness, exploration, and preparation.

Checklists for Career Planning and Decision Making

Planning checklists for youth, caregivers, and foster youth service professionals.

Resources for Career Awareness and Exploration

A list of free online resources for college and career planning and exploration.

Career Goal Worksheet

A career planning tool for students.

A Tool for Mapping Career Development Programs in High Schools

Some basic questions to ask when assessing what is available at a particular school or district.

A Guide to Career Development Opportunities In California's High Schools

Options and Opportunities for Career Preparation: Multiple Pathways and California Career Technical Education

“California’s high schools are not working for large numbers of young people. Almost a third of new ninth-graders drop out before graduating. Another third finish high school but lack the academic and technical readiness to succeed in college or career. Only a third of high school students in California graduate on time and transition easily to postsecondary education and lasting career success.”²

Today’s high schools have strengthened and expanded programs for students to acquire career-related exposures and training. Today’s students have many options to learn about careers and to enroll in courses that give them hands-on experience, technical knowledge, and preparation for a range of postsecondary options.

Multiple Pathways

“Multiple pathways offer students a choice among several different multi-year programs of study. Each pathway combines academic and technical programs of study organized around broad industry themes (e.g., biomedical and health sciences; construction and building design; agriculture and renewable resources; and arts, media, and entertainment) that prepare high school students for career and a full range of postsecondary options, including two and four-year college or university, apprenticeship, the military, and formal employment training.”³

These Multiple Pathways offer students and their families choices among a variety of high school programs that provide both the academic and the career foundations students need for advanced learning, training, and responsible public participation. These choices are based on students’ interests and on the unique strengths and opportunities in their communities.

Career Technical Education

In addition to an increase in the number of options and opportunities, the concept of Career Technical Education has evolved from the old notion of vocational education or “voc ed.,” to the idea of “preparing for a career” through the use of rigorous curriculum that incorporates real life situations in the classroom and a relevant context that helps students to apply their learning in the real world.

In 2004, State Superintendent of Public Instruction Jack O’Connell stated:

“The job of K-12 education in California must be to ensure that all our students graduate with the ability to fulfill their potential—whether that takes them to higher education or directly to their careers. Unfortunately...too many of our students are not adequately prepared for either. By raising our expectations for our students, we can and will begin to change that.”⁴

² ConnectEd, The Center for College and Career, *Factsheet on Multiple Pathways*, http://www.connectedcalifornia.org/downloads/Coalition%20Fact_Sheet.pdf

³ ConnectEd, The Center for College and Career, *Factsheet on Multiple Pathways*, http://www.connectedcalifornia.org/downloads/Coalition%20Fact_Sheet.pdf

⁴ Career Technical Education Framework for California Public Schools, Grades Seven Through Twelve, Adopted by the California State Board of Education, Published by the California Department of Education. Sacramento, 2007.

A Guide to Career Development Opportunities In California's High Schools

The California Career Technical Education (CCTE) model curriculum standards were designed to help students achieve this goal by providing educators with rigorous, balanced standards that incorporate the essential knowledge and specific skills to achieve a seamless transition into careers, postsecondary education, and/or training. The CTE standards are organized into 15 industry sectors, or groupings, of interrelated occupations and broad industries.

The 15 California Career Technical Education Industry Sectors:

- Agriculture and Natural Resources
- Arts, Media, and Entertainment
- Building Trades and Construction
- Education, Child Development, and Family Services
- Energy and Utilities
- Engineering and Design
- Fashion and Interior Design
- Finance and Business
- Health Science and Medical Technology
- Hospitality, Tourism, and Recreation
- Information Technology
- Manufacturing and Product Development
- Marketing, Sales, and Service
- Public Services
- Transportation

How to Find Out More about Career Technical Education and Multiple Pathways:

- Some County Offices of Education have a CTE Director. Contact the County Office of Education to find out if one exists in your county.
- Contact the school counselor to find out if there are stand alone or sequenced career technical education courses offered at high schools and how you can get enrolled. You might also visit a school's website to obtain a course catalog.
- To view the Career Technical Education Framework for California Public Schools go to <http://www.cde.ca.gov/ci/ct/sf/documents/cteframework.pdf>
- For more information about Multiple Pathways, visit the ConnectEd website at <http://www.connectedcalifornia.org/>

A Guide to Career Development Opportunities In California's High Schools

Career Pathways Programs

“The great promise of pathways is the ability to make learning real and exciting for the thousands of students who are bored with conventional high school curricula.”⁵”

A career pathway is a sequence of courses that moves from introductory learning to skill-building to advanced instruction allowing students to explore how they can apply their knowledge and develop their interests within in a cluster of related career possibilities. Each CTE industry sector has at least two or more career pathways.

Pathways are programs of high school study that connect learning in the classroom with real-world applications outside of school. They integrate rigorous academic instruction with a demanding technical curriculum and field-based learning all set in the context of one of California's 15 major industry sectors or other locally defined sectors.

Students pursue a pathway over multiple years and graduate prepared for the full range of post-graduation options which can include two- or four-year college, certification programs, apprenticeships, formal job training, or military service.

Learning in career pathways is hands-on. Students make things, complete technical projects, learn how to use tools, work as a team, try their hand at a profession, experience specific job skills training, and talk to people in the community who are performing similar types of work.

Benefits to enrolling in career pathway courses:

- Helps students meet high school graduation requirements.
- Helps students know if they need education beyond high school and what kind of education they should get.
- Helps students understand and prepare for full-time employment after high school or college.
- Allows students to explore areas of interest and engage in hands-on learning.
- Keeps students interested in what they're learning in high school.
- Provides social and education support through the creation of small cohorts

How to Find Out About Pathways Programs in Your Area:

- Call the school district office regarding Pathway programs in your district.
- Speak to school counselors regarding existing pathway courses/programs, requirements for enrollment in pathway courses and if there is a specific contact person for each pathway program that exists.
- For more information about career pathways, visit the California Department of Education website at <http://www.cde.ca.gov/>
- To get an idea of what a pathway program might look like, visit the ConnectEd website <http://www.connectedcalifornia.org/pathways/pathways.php> , where they have developed a matrix of various industry pathways with a sample sequence of courses

⁵ ConnectEd, The Center for College and Career, *Factsheet on Multiple Pathways*, http://www.connectedcalifornia.org/downloads/Coalition%20Fact_Sheet.pdf

A Guide to Career Development Opportunities In California's High Schools

Regional Occupational Centers and Programs (ROC/P)

California's 74 Regional Occupational Centers and Programs (ROC/Ps) have been a strong and integral part of California's educational system for over 35 years. ROC/Ps provide high school students 16 years of age and older with valuable career and technical education so students can:

- Enter the workforce with skills and competencies to be successful;
- Pursue advanced training in postsecondary educational institutions; and/or
- Upgrade existing skills and knowledge.

Approximately 460,000 students enroll in Regional Occupational Centers and Programs each year. Students receive training at a variety of venues from regular classrooms on high school campuses to actual business and industry facilities, such as automotive dealerships and hospitals. In most ROC/Ps, courses are offered during the regular school day throughout the school year, in the late afternoon and evening, and sometimes during the summer months. The California Regional Occupational Centers and Programs (ROC/Ps) are organized into four regions (Central, Coastal, Northern, and Southern), and delivered through County Offices of Education.

ROC/Ps provide rigorous and high quality programs which contribute to students' academic and career achievement which, in turn, support the economic development of the State. Students gain a unique edge in the workforce by successfully completing ROC/P training. Student enrollment in ROC/Ps varies from small numbers in rural areas to thousands in large urban areas. ROC/Ps help to close the "achievement gap" by motivating students to learn both academic and occupational skills for future success in a career of the student's choosing.

In addition to the specific skills and comprehensive career education offered, ROC/Ps also offer employment survival skills in many aspects of a particular industry sector, placement assistance, counseling and guidance services, and other critical support services for students.

Many ROC/Ps work in partnership with a variety of California labor organizations to provide apprenticeship related and supplemental instruction to the more than 25,000 apprentices in California's trade careers.

ROC/Ps are a major resource in California's workforce development system to address the shortage of a highly qualified, skilled, and diverse workforce. Preparing California's youth and adults to be successful in the workforce adds to the economic well-being of California.

How to Find Out About Regional Occupation Centers and Programs in Your Area:

- The following website <http://www.cde.ca.gov/ds/si/rp/> provides information regarding ROC/Ps in specific locations. To contact ROC/Ps that do not have Web sites, please phone the ROC/P-Workforce Development office at 916-322-5050.
- Contact your County Office of Education and/or your district office for local information about ROC/Ps that are offered in your area.

A Guide to Career Development Opportunities In California's High Schools

Academy Programs

Career Academies have been growing in popularity in recent years, and now operate in many California's high schools. Effective career academies possess the following three consistent structural elements:

- A small learning community, comprised of a group of students within the larger high school who take classes together for at least two years, taught by a team of teachers from different academic disciplines.
- A college preparatory curriculum with a career theme, enabling students to see relationships among academic subjects and their application to a broad field of work.
- Partnerships with employers, the community, and local colleges, bringing resources from outside the high school to improve student motivation and achievement.

The following are just a few examples of the many different types of academies that exist:

- Business Technology Academy
- Health and Bioscience Academy
- Law and Government Technology Academy
- Environmental Science Academy
- Multimedia Communications Academy
- Engineering Partnership Academy
- Computer Communication and Repair Academy
- Teaching and Learning Careers Academy
- Academy of Social Justice and Ecology
- Public Service Academy

The career technical focus for an Academy is determined by an analysis of the local labor market, with an eye toward fields that are growing and healthy, that offer jobs with career "ladders", and that have companies willing to support the program. Career Technical Education courses within the academy structure focus on industries rather than specific jobs or occupations.

California Partnership Academies (CPA)

The California Partnership Academy Model is a three-year program designed for students in grades ten through twelve. There are currently 340 funded programs throughout California.

At least half of each new class must meet specific "at-risk" criteria to determine student eligibility. The remaining half has no restrictions. The program is voluntary; students must apply, be interviewed, and be selected on the basis of need and interest. About 60-70 students are typically selected for entry into the Academy each year, enough to comprise two sections of a sophomore class.

In the eleventh grade, Academy students are matched with mentors. Mentors are usually employees of participating businesses who volunteer to be a "career-related and/or caring adult" in the student's life. After their junior year, students performing well enough to be on track for graduation are placed in internship positions. Students apply for these positions as they would in the open market; i.e., they prepare resumes, complete job applications, and have interviews. Companies then make the hiring decisions.

A Guide to Career Development Opportunities In California's High Schools

National Academy Foundation (NAF) Academies

NAF Academies are two to four-year programs operating within high schools. Specialized NAF courses, created by educators and industry specialists, supplement and enrich the traditional school curriculum.

To participate, school districts work with NAF to develop a proposal for an Academy program in their community that is customized to meet the needs of the local business and education communities.

The National Academy Foundation serves students in high schools throughout the nation. The NAF network has about 600 career themed academies, many of which are in California. NAF's goal is that their students are prepared to go on to employment as well as college. Currently NAF supports Academies of Finance, Hospitality, and Engineering and is working on a model for an Academy of Health Sciences in California.

NAF academies make an effort to reach out to those students who are having a difficult time in middle and high school. They emphasize project-based learning, relevant instruction, teacher teams, and student engagement. A big part of the academy experience is working with role models and mentors, people in the community who come into the classroom to share their experience and information about their career path or provide internships to the academy students.

Other Academy Models

NAF Academies and California Partnership Academies are not the only academy models that exist within the public high schools. "The number of career academies has been expanding rapidly, in part because academies have been found to be effective, and in part because they embody ideas promoted by several major high school reform movements."⁶

*"Academies have been evaluated since their inception, and have a strong track record of improved attendance, credits, grades, and graduation rates among participants. Follow-up surveys have shown that about two-thirds of Academy graduates go on for some form of post-graduate training, and that almost all are engaged in some productive activity (either attending some form of college, working, or doing both)."*⁷

How to Find Out About Academy Programs in Your Area:

- Ask the school counselor or district about Academy Programs that exist in your area. Find out if there is an Academy Coordinator who could provide information regarding the student selection process and other deadlines that may apply.
- For a directory of California Partnership Academies, go to <http://www.cde.ca.gov/ci/gS/hs/cpagen.asp>
- Go to www.naf.org and look at their map of NAF Academies by state.
- Go to the Career Academy Support Network (CASN) website at <http://casn.berkeley.edu/about.html> . They have a database of career academies that you can search by state, high school and/or city.

⁶ Dayton, Charles, Stern, David, Raby, Marilyn, Career Academies: Building Blocks For Reconstructing American High Schools, University of California at Berkeley, October 2000.

⁷ Career Academy Support Network, <http://casn.berkeley.edu/Definition.html>

A Guide to Career Development Opportunities In California's High Schools

WorkAbility I (WAI)

Workability I is a transition program designed for special education students in California where students learn to earn. In order to be eligible for the Workability I Program, students must have an Individualized Education Plan (IEP). Individual case managers work with these students with the goal of preparing students for the workplace and for independent living.

The State Department of Education requires that WAI programs in California provide an array of school and work-based services and activities to the students they serve. Three hundred local education agency WAI program sites are funded statewide and all 58 California counties are served by a WAI program.

- The WAI program provides comprehensive pre-employment skills training, employment placement, and follow-up for high school students in special education who are making the transition from school to work, independent living, and post secondary education or training.
- The WAI program offers special education students the opportunity to complete their secondary education while also obtaining marketable job skills.
- The WAI program seeks employers in the business community who will give students with special needs a chance to prove themselves.
- The WAI program is funded and administered by the California Department of Education.

A WAI student (served) must be provided curriculum integration of work readiness skills, career/vocational assessment, and a minimum of one Connecting Activity and one Work-Based Learning Service. These components comprise an effective transition system for middle school and high school students.

- School-Based Component: Elements that are commonly part of the school curriculum and/or educational delivery system.
- Connecting Activities: Programs and services that help link school and work based learning opportunities.
- Work-Based Learning: Work site learning experiences or strategies to connect the classroom to work.

How to Find Out About WorkAbility I Programs in Your Area:

- Contact the school counselor and/or district office to find out who the WorkAbility Coordinator is for your district and/or school site.

A Guide to Career Development Opportunities In California's High Schools

Transition Partnership Program (TPP)

Students in their last two years of high school with physical, emotional, and/or mental disabilities are eligible for the Transition Partnership Program which is funded through the California Department of Rehabilitation. The primary goal of the program is for students to be competitive for the job market upon their transition from high school.

TPP provides one on one support with a vocational case manager who provides services in two areas including vocational assessment and employment services. Paid employment and job coaching are provided for those students who demonstrate that they are ready for work.

Students are considered for enrollment in the Transition Partnership Program typically as a result of a referral from a teacher or counselor. TPP Specialists look at such things as motivation, availability, and personal barriers when assessing student appropriateness for the program.

How to Find Out About Transition Partnership Programs in Your Area:

- Contact the school's district office regarding the existence of a local TPP Program and speak to the TPP Program Coordinator and/or a Transition Specialist.
- Contact the local Department of Rehabilitation to find out about a TPP Program in your area and the process for being referred.

A Guide to Career Development Opportunities In California's High Schools

Other School Types and Programs

Magnet High Schools

Magnet schools are another option offered by many school districts. Magnet Schools generally have a particular focus, such as art or technology, or follow a different structural organization, such as mixing different grade levels within one classroom. Magnet schools are not governed by neighborhood boundaries. They draw students from throughout the school district and must accept students on a nondiscriminatory basis.

Alternative Schools of Choice

Alternative Schools and programs of choice must meet the same standards for curriculum, instruction, and student performance as traditional schools, but they meet these objectives by offering a different structure, learning philosophy, and/or academic emphasis. This enables them to accommodate different student needs, interests and learning styles, and foster student engagement and achievement. As authorized by *Education Code (EC)* sections 58500–58512, alternative schools and programs of choice are voluntary for districts, teachers, students, and their parents/guardians.

The premise behind alternative schools of choice is that “one size doesn’t fit all” - in other words, not all students will thrive or reach their full potential in the traditional comprehensive school. Alternative schools and programs of choice are often characterized by responsiveness to instructional style differences. The effective use of such instructional strategies as independent study, community-based education, focused or thematic education, and flexible scheduling enhances attendance and improves performance.

Model Continuation High Schools

Continuation Schools serve students sixteen years of age and older who have not graduated from high school, are at risk of not graduating, and are not exempt from compulsory school attendance. The Model Continuation High School Recognition Program identifies and acknowledges outstanding programs and creates a resource list of quality programs for school visitations. These schools provide comprehensive services to at-risk youth through the use of exemplary instructional strategies, flexible scheduling, and guidance and counseling services. CDE encourages continuation high schools that meet the eligibility criteria to submit an application to the Model Continuation High School Recognition Program.

Smaller Learning Communities (SLCs)

SLCs are basically small groupings of students and teachers (sometimes called families) within a comprehensive high school. They are usually centered around a content area or theme that is important to that particular community. Studies show that students do much better in small learning environments where instruction is personalized, teachers and students get to know one another over multiple school years, and a sense of community is developed. Many SLC’s provide work-based opportunities, mentoring, advisory programs, and increased opportunities for adult interaction. Academy programs are one type of SLC.

Examples of Career-Focused Magnet Schools in California:

- Learn, Explore, Achieve, Discover
- San Diego School of Creative and Performing Arts
- Manual Arts Senior High School
- Downtown Business High School
- California Academy of Mathematics and Science
- Bravo (Francisco) Medical Magnet High School

A Guide to Career Development Opportunities In California's High Schools

Charter Schools

Charter Schools are public schools that are freed from some of the traditional school regulations required by the state. Charter schools must be nonsectarian and may not discriminate against any pupil on the basis of ethnicity, national origin, gender, or disability. These schools are bound by charter agreements granted by local school boards or county school boards. Some charters focus on industry sectors and/or provide opportunities for students to prepare for careers.

Examples of Career-Focused Charter Schools in California:

- Leadership High School
- Creative Arts Charter School
- Arts and Ethics Academy Charter School
- Bay Area School of Enterprise
- Oakland Aviation High School
- R.A.A.M.P. Charter Academy of Math and Science

Advancement Via Individual Determination (AVID) Program

The primary purpose of the Advancement Via Individual Determination (AVID) program is to provide a college preparatory program for students who are often economically disadvantaged and underachieving. The program enables disadvantaged secondary students to succeed in rigorous curricula, enter mainstream activities in school, and increase their opportunities to enroll in four-year colleges. AVID research shows that students who take AVID have a better chance of succeeding in high school and pursuing a higher education. Current data shows that AVID students are more likely to complete the a-g curriculum (required courses for UC/CSU entry), pass the California High School Exit Exam (CAHSEE) and graduate from high school, enroll in a four-year college or university, and take Algebra I in 8th grade.

Service-Learning

Service-Learning is a teaching and learning strategy that integrates meaningful community service with instruction and reflection to enrich the learning experience, teach civic responsibility, and strengthen communities.

Career and Technical Student Organizations (CTSOs)

Membership in Career and Technical Student Organizations is available to students (including associates and alumni) in secondary and postsecondary schools who are interested in learning leadership, citizenship, academic, and technological skills. Activities include co-curricular programs where members demonstrate their business technology skills, develop their professional and leadership skills, network with one another and professionals across the nation, and get involved in the community through work projects. The following are some examples of Career Technical Student Organizations that exist nationally:

- Future Business Leaders of America (FBLA), <http://www.fbla-pbl.org/>
- National Future Farmers of America (NFFA; formerly the Future Farmers of America), <http://www.ffa.org/index.html>
- National Health Occupation Students of America (HOSA), <http://www.hosa.org/>
- SkillsUSA (formerly VICA Vocational Industrial Clubs of America), <http://www.skillsusa.org/>
- Technology Student Association (TSA, formerly AIASA), <http://www.tsaweb.org/>
- DECA, an association of marketing students <http://www.deca.org/>

A Guide to Career Development Opportunities In California's High Schools

How to find if these types of opportunities are offered in your area:

- Contact the County Office of Education and/or district office to find out what program and school options are available within your community.
- For more detailed information about these and other educational options within California's public school system, go to the California Department of Education website at <http://www.cde.ca.gov/sp/eo/>.
- Ask the school counselor or a teacher about career related student clubs and organizations that are active at the school. Visit the websites listed above for more information about specific student organizations.
- For a list of 2009 Model Continuation Schools go to: <http://www.cde.ca.gov/nr/ne/yr09/yr09rel34.asp#att>
- Click here, http://www.acteonline.org/uploadedFiles/About_CTE/files/CTSOguide-FINAL.pdf for a reference guide to Career Technical Student Organizations.

A Guide to Career Development Opportunities In California's High Schools

Facts about School Transfers

It is often assumed that young people must attend the school to which they are assigned based on where they live. It is important to be aware that it is possible to choose a school that fits a young person's needs and interests. Remember, not every High School offers the same program options, so it is important to begin researching what is available while still in middle school. State budget cuts will further limit the number of options available in public schools. It is never too early to start planning for a successful future!

School Transfers

Every school district in California has the option to become an "open enrollment" or "choice" district that allows non district residents to apply to any school in the district, regardless of location. Districts that choose this option must establish nondiscriminatory procedures for accepting applications to attend a school in the district. In an open enrollment district, if your transfer request is denied, there is no right of appeal to the County Board of Education. However, individual school districts may create their own appeal process if they so choose. Students who are accepted into a district of choice are responsible for their own transportation.

All school districts, regardless of whether they are open enrollment districts or not, may allow students to transfer to another school in the district or to a school outside the district, provided there is space available. In districts that have not agreed to provide open enrollment, if a child's transfer request is denied, you have the right to appeal to the County Board of Education. Each district sets its own policy and regulations regarding intra-district and inter-district transfers.

Intra-district Transfer

An intra-district transfer/open enrollment is when parents/guardians wish to register/admit/enroll their student(s) at a school other than the designated school that is in their attendance area **within** their district.

California *Education Code* Section 35160.5(b) permits parents/guardians to indicate a preference for the school which their child will attend, irrespective of the child's place of residence **within** the district, and requires the district to honor this parental preference if the school has sufficient capacity without displacing other currently enrolled students.

Inter-district Transfer

An inter-district transfer/reciprocal agreement is when parents/guardians wish to register/admit/enroll their student(s) at a school other than the designated school that is in their attendance area **outside** of their district.

California *Education Code* sections 46600-46601 permits parents/guardians to request an inter-district transfer/reciprocal agreement. The fundamental basis for this provision is the signing of an agreement between districts. Inter-district transfer/reciprocal agreement must be approved by both the student's original district of residence and the district to which the student seeks to transfer to. Both districts must approve the agreement before it becomes valid. The agreement may extend for a maximum of five consecutive years and may include terms or conditions. It is within the authority of either the home district or the receiving district to revoke an inter-district transfer/reciprocal agreement at any time for any reason the local board or district superintendent deems appropriate.

To inquire about inter or intra district transfers, contact both the district of the school of assignment as well as the district of the school you are interested in. Visit the California Department of Education for more information at www.cde.ca.gov .

A Guide to Career Development Opportunities In California's High Schools

The Career Development Continuum

Preparing All Youth for Success in College, Career, and Life

Career Development is most effective when youth are provided a sequenced continuum of activities and experiences that address career and college awareness, exploration, and preparation. This is accomplished through a series of classroom activities, workplace exposures, and community experiences over time. Young people and those advocating on their behalf must seek out programs and services that provide a range of opportunities for students to develop their interests and explore options for their future.

Career Awareness Activities

Career Awareness activities are designed to make youth aware of the wide range of careers and/or occupations that will be available to them in the future. Career Awareness activities help youth become aware of the opportunities that are before them, begin to refine their career interests and goals, understand the skills required for specific occupations or industries, and learn about the expectations of the workplace. Awareness activities include such things as web research, guest speakers in the classroom, career interest assessments, participation in career/college fairs, workplace tours and field trips, and informational interviews.

Career Exploration Activities

Career Exploration activities provide youth with the opportunity to explore fields of interest related to their career goals and/or academic learning. In the workplace, youth work closely with an adult supervisor and participate in appropriate hands-on workplace experiences. Exploration activities include such things as enrollment in career pathways courses and clubs, career focused projects and assignments, job shadows, career mentoring, and community projects.

Career Preparation Activities

Career Preparation activities provide an in-depth discovery of a particular career, linking the skills utilized in the workplace with academic learning. These activities also allow for the development of career and occupationally specific skills. Preparation activities include such things as enrollment in career technical courses and programs, work skills classes, work ready certification, college preparation, work experience, internships, apprenticeships, skill building, and civic engagement.

KEY PRINCIPLES

The following key principles support a comprehensive career development system:

- Provide meaningful career development opportunities for all youth
- Design experiences that are youth-centered and developmentally appropriate
- Engage parents, guardians, and caregivers
- Provide real world work experiences for all youth
- Integrate career development across the curriculum
- Build a connected system
- Allow for flexibility and adaptability
- Measure success and solicit feedback

A Guide to Career Development Opportunities In California's High Schools

Career Planning and Decision Making Checklist for Youth and Caregivers:

Things to do while still in Middle School or when preparing to change schools:

- Begin thinking about career interests in seventh and eighth grade
- Use the internet to learn more about particular careers, their educational requirements, and necessary skills.
- Talk to a middle school counselor about available career interest surveys or results from previous career interest surveys that you may have taken
- Investigate the high schools in your area and find out what types of programs they offer and if there career technical education courses and/or career pathways offered in your interest area.
- Identify Academy Programs or alternative school options in your area or surrounding area that focus on a particular industry or career that you are interested in.
- Visit schools and/or programs that interest you. Make an appointment with a school counselor or program coordinator who can tell you about enrollment dates and any entrance requirements such as a letter of interest or letter of recommendation.
- Research school options outside of your neighborhood or district. If you find one that interests you, find out about the process for obtaining an inter or intra-district transfer.

Things to do when preparing to enroll/start attending a new school:

- Obtain a copy of the course catalog for the high school that you plan to attend and identify career related course offerings.
- Find out who your high school counselor will be/
- Scheduled time to meet with your counselor and discuss your course options.
- Research which career related clubs or student organizations exist on the school campus.
- Ask about possible work-based opportunities to explore career interests such as job shadows, informational interviews, industry tours, and internships.
- Determine if you are eligible to participate in specialized programs that provide support and assistance with developing work maturity skills and obtaining employment such as WorkAbility, Transition Partnership Program, Workforce Investment Act (WIA) Program.

Things to do when planning beyond high school:

- Determine whether or not the career you are interested in requires college coursework. If so, identify colleges or community colleges in your area that offer those courses.
- Explore available certificate programs through the community college.
- Visit a college financial aid office and fill out a Free Application for Federal Student Aid by going to <http://www.fafsa.ed.gov/> to see what kind of assistance you are qualified for.
- Think about developing your employment skills. If possible, think about getting a part time job so that you can begin building your work maturity skills and experience.
- Create or update your resume
- Identified short and long term goals that will help you achieve your career objectives

A Guide to Career Development Opportunities In California's High Schools

A Career Planning and Decision Making Checklist for Foster Youth Services Professionals:

While a student is in Middle School or as early as possible:

- Investigate the high schools in your area and find out what types of programs they offer and if there are career technical education courses and/or career pathways offered in the student's interest area(s).
- Identify Academy Programs or alternative school options in your area or surrounding area that focus on a particular industry or career that the student is interested in.
- Make an appointment with a school counselor or program coordinator who can tell you about enrollment dates and any entrance requirements for these programs such as a letter of interest or letter of recommendation.
- Research school options outside of the student's neighborhood or district. If you find one that would match his/her needs and interests, find out about the process for obtaining an inter or intra-district transfer and assess any possible barriers to attendance such as transportation.
- Discuss career interests with youth.
- Determine whether or not the student has participated in any type of career interest inventory. If not, utilize the resources on the following page to begin assessing interests
- Identify course offerings, activities, and programs that relate to the student's career interests.
- Help the student to identify three or four careers to explore further. Have the student investigate these career interests via the internet.

While a student is preparing to enroll/start attending a new school:

- Obtain a copy of the course catalog for the high school that the student is planning to attend and identify career related course offerings.
- Find out who the student's high school counselor will be/
- Help the student in scheduling a time to meet with the counselor to discuss course options related to the student's interests.
- Assist the student in identifying career related clubs or student organizations that may exist on the school campus.
- Identify a school person, community based organization or other organization that might be able to connect the student with work-based opportunities to explore career interests such as job shadows, informational interviews, industry tours, and internships.
- Determine if the student is eligible to participate in specialized programs that provide support and assistance with developing work maturity skills and obtaining employment such as WorkAbility, Transition Partnership Program, Workforce Investment Act (WIA) Program. If the student has an IEP, make sure it is current and that necessary services are being received.

Helping a student plan for life beyond high school:

- Assess the student's work maturity and employability skills. Assist the student in thinking about employment options and how he/she can begin preparing for the world of work.
- Assist the student in creating or updating a resume.

A Guide to Career Development Opportunities In California's High Schools

- Discuss issues of financial literacy, transportation, and housing in the context of employment and a successful transition to independence. Identify and make referrals to programs that may provide support in these areas.
- Help the student to determine whether or not the career they are interested in requires college coursework. If so, identify colleges or community colleges that offer those courses.
- Explore relevant certificate programs through the community college.
- Encourage the student to visit a college financial aid office and fill out a Free Application for Federal Student Aid by going to <http://www.fafsa.ed.gov/> to see what kind of assistance they can qualify for.
- Think about developing your employment skills. If possible, think about getting a part time job so that you can begin building your work maturity skills and experience.
- Help the student identified short and long term goals that will help them to achieve career objectives.

A Guide to Career Development Opportunities In California's High Schools

Resources for Career Planning and Developing Career Awareness

The following free online resources provide a wealth of information on college and career preparation and exploration. The California Career Resource Network (CALCRN) “provides a suite of experiential career development resources for California’s elementary, middle, high school and adult students, and job seekers that are fun and engaging. Together, these resources ensure students of all ages learn the needed competencies to effectively self-manage their careers for life!”⁸

California Career Resource Network

<http://www.californiacareers.info>

Career resources for California residents.

California CareerZone

<http://www.cacareerzone.org/>

Information about 900 California occupations, day-in-the-life videos for 300 of the occupations.

California Reality Check

<http://www.californiarealitycheck.com/>

Find out how much money you will need for your future.

California Career Planning Guide, Second Edition

www.californiacareers.info/ccpg

A planning guide to help people of all ages plan for their futures.

Who Do U Want 2 B

<http://www.whodouwant2b.com/>

Information on California high school and community college courses, career options, and financial assistance. Videos of California Community College graduates sharing their stories.

Roadtrip Nation

<http://www.roadtripnation.com/>

Video interviews created by college students traveling the country in green RVs, from bakers to technology gurus.

California Colleges.edu

<http://www.californiacolleges.edu/>

Information about more than 200 colleges (public and private) in California.

Job Outlook for California Community College Occupational Education Programs

<http://www.labormarketinfo.edd.ca.gov/CommColleges/>

Statewide and local area occupational projections for California Community College programs.

California Training Programs

<http://www.labormarketinfo.edd.ca.gov/cgi/career/>

The Employment Development Department’s Career Center includes information about training programs and providers across California.

Career Voyages – U.S. Departments of Education and Labor

<http://www.careervoyages.gov/>

⁸ California Career Resource Network, www.CaliforniaCareers.info

A Guide to Career Development Opportunities In California's High Schools

Information on high growth, in-demand occupations and the skills and education needed to attain those jobs.

College Navigator - U.S. Department of Education

<http://www.nces.ed.gov/collegenavigator/>

Information about nearly 7,000 postsecondary institutions in the United States.

School To Employment Pathways System (STEPS)

<http://www.cpec.ca.gov/Accountability/Steps.asp>

College and career information from California's Postsecondary Education Commission.

Career Clues

<http://www.careerclues.org/>

Activities designed to help students gather and interpret important information about themselves and what they want from their lives.

Missing Major

<http://www.missingmajor.com/>

Interactive, video based site that allows students to create a Personal Profile sheet, which will lead them to next steps at their community college's career center or counselor's office.

California CareerZone Workbook

http://www.californiacareers.info/downloads/CCZ_Workbook-3.pdf

California Apprenticeship Programs

California Apprenticeship Coordinators Association

<http://www.calapprenticeship.org/>

California Apprenticeship Programs (listed by trade)

<http://www.calapprenticeship.org/Programs.htm>

United States Department of Labor, Registered Apprenticeships Website

http://www.doleta.gov/OA/eta_default.cfm

A Guide to Career Development Opportunities In California's High Schools

Career Goal Worksheet⁹

This worksheet can be used to compile and summarize some of the information you have found while exploring potential occupations. As time progresses, it may be helpful to return to this worksheet to revisit some of the information detailed and determine if it is still fits with your path.

Name _____ Grade _____ Date _____

Career Path/Occupation(s)

Education/Training Level Required for Entry into this Career Path

High School Subjects Helpful in Preparing for this Career Path

Related Career Technical Education Programs provided by the School District

Related Community and/or work experience opportunities

College Majors Related to this Career Path

Colleges that offer this major

Related Post-Secondary Training Programs/Apprenticeship Opportunities

⁹ Developed by the California Career Resource Network. This form was extracted from the California CareerZone Workbook http://www.californiacareers.info/downloads/CCZ_Workbook-3.pdf. It has been modified slightly.

A Guide to Career Development Opportunities In California's High Schools

A Tool for Mapping High School Career Development Programs:

This guide to career development programs can help anyone to ask the right questions and begin to map the opportunities offered at a particular school site or district. Program and course offerings often vary from school to school even within the same district so it may be best to ask the questions below about each individual school within a district in order to get the most accurate information about what is available. Remember, this information changes yearly.

Name of School:
School Guidance Counselors (Names and phone numbers):
Do any Small Learning Communities (SLCs) or Academies exist at this school? <input type="checkbox"/> Yes <input type="checkbox"/> No List Here:
Specific contact information regarding SLCs and Academies:
Are there Pathway Programs and/or CTE courses offered at this school? <input type="checkbox"/> Yes <input type="checkbox"/> No List Here:
Are there Student Career Technical Organizations offered on campus? <input type="checkbox"/> Yes <input type="checkbox"/> No List Here:
Are there ROP courses offered at the school site? <input type="checkbox"/> Yes <input type="checkbox"/> No
Is there an ROP center in your area? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, where is it located?
Does this school have a WorkAbility Program? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, who is the contact person?
Does this school have a TPP Program? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, who is the contact person and how are referrals made?
Are there alternative programs or school types in this area? <input type="checkbox"/> Yes <input type="checkbox"/> No List Here:



www.newwaystowork.org