** CA-CDC
A ~ Z Orientation**

**Tips for Success**

*Elizabeth Cotton - CDC*

* Take baby steps.  Don't try to bite off too much the first year.
* Make gradual changes.  Keep notes of things you want to do in the future or things you want to change.
* Don't judge yourself by what other Academies are doing**.  Each school is different and we all do very different things.** If you compare yourself to other schools, you will feel that you aren't doing enough - but you are.
It's just you are doing what your school needs.
* Ask questions - email any CA-CDC. If we don’t know the answer, we will point you in the right direction.
* Be visible in your school.  Make your faculty see the value in your position.
* Learn to multi-task.  You will have tons of different stuff on your plate at the same time, which is why this job is so much fun - it never is the same thing on any day!!!  Learn to prioritize.
* Have fun!  It's the best job you will ever have.

*Cindy McPherson - CDC*

* K.I.S.S KEEP IT SHORT and SIMPLE.
* I had to keep reminding myself to take it step by step because every meeting can be so overwhelming.

**Plan, Plan, Plan**

It is essential to plan ahead and to start working on projects and events well in advance.

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| Date | Event | Suggested time for preparation |
| ASAP | Advisory Board Meeting Dates | Create with Calendar on Google Docs and share with Joy. |
| 5th of Every Month | Travel Reimbursement Form | 1 day. Form 1800 Travel is due by 5th of every month with Yahoo maps or Google maps. If school to school, there is a WCPSS mileage calculator with map that can be printed. In CA-CDC Materials Library there is a sample of this form. |
| Sept. 16th  | Field Trip Request & Estimated Cost Form | 1 -2 weeks to organize & create. If established academy, look at where they went last year. Talk with your team if the trips should be repeated. Add new learning experiences as your academy grows. If you are a new academy, look for opportunities aligned with your theme and academy course curriculum. There are numerous free opportunities. Speak with your CDC as they are experienced and have connections.  |
| Sept(Dates Vary) | Field Trip School Approvals | 1 – 2 weeks to plan and create. Be aware each school has a deadline for field trip forms to be submitted. These are more detailed and require additional planning depending on your school’s paperwork requirement. Typically there is one Assistant Principal in charge of all field trips. |
| Sept 26th  | Work Based Learning Continuum – 4 Years at a Glance | 3-5 days to create. If already created, keep adding and updating as WBL opportunities grow. |
| Sept 26th  | Academy Student ID, Grade, Gender and Ethnicity Report | 1-2 days to create. In CA-CDC Materials Library there is a sample of this report. Please do not wait until Sept 24th to look at the report and information that you need. This requires gathering specific data on each student in the academy. It is good to start a spreadsheet of this information at the beginning of school.  |
| Sept 26th | Academy Student Data | 1-2 days to create. In CA-CDC Materials Library there is a sample of this report. Please do not wait until Sept 24th to look at the report and information that you need. This requires gathering specific data on each student in the academy. The free & reduced lunch information is time sensitive and may not be available by due date. Your school’s SPC would have this information.  |
| Sept. 30th | STC Breakfast | Email advisory board members ASAP to attend. Most reserve tables for their board members. You may want to plan to arrive early. |
| Sept./Oct.(Dates Vary)  | Fall Open House | 2-3 days to organize promotional materials. See what your academy did in the past or speak with organizer to secure a table for your promotional materials. |
| Oct. 23rd | Great Xplorations-WBL | 2-3 weeks ahead of time to determine students attending and to prepare them for the event. Field trip forms required. Contact your CDC about information. |
| April 23rd  | Xtreme Beginnings-WBL | 2-3 weeks ahead of time to determine students attending and to prepare them for the event. Field trip forms required. Contact your CDC about information. |

**Events to Plan & Prepare**

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| Event | Suggested time for preparation |
| Career Fairs | Each CDC should have in-school and out-of-school career fairs. Partner with them to recruit participants 2-3 months in advance/promote to school 2-3 weeks in advance. Great for academy students! |
| ACT & SAT | Regularly send registration deadlines and reminders to appropriate students. Research local, free and paid workshops for students to attend and give regular updates to students/parents. |
| ASVAB | Needed if any of your academy students plan to join a branch of military. Get with your CDC to find testing locations and dates. Send reminders to students. |
| Youth Leadership | CDC’s have great leadership opportunities in Wake. There are leadership conferences & workshops for “themed” academy areas. |
| Internships – Juniors & Seniors | Meetings monthly/site visits/ applications (several months in advance). Juniors require a pre-internship meeting with parent/guardian present to go over internship guidelines and expectations. Seniors have regular meetings on their internship status & paperwork due dates. |
| Freshman WBL Conference | 1 week to organize materials/ Schedule 2-3 weeks in advance to give teacher’s notice; Interest Inventory CFNC, Google Form on personal WBL interests/needs for workshop topics in future. |
| Sophomore WBL Conference | 1 week to organize materials/ Schedule 2-3 weeks in advance to give teacher’s notice; Interest Inventory CFNC, Google Form on personal WBL interests/needs for workshop topics in future. |
| Mock Interviews & Other WBL Soft Skill Workshops | 1 week to organize materials/ Schedule 2-3 weeks in advance. |
| CTE Week | CDC organizes event, but plan with them as it’s a great recruiting tool within the school. 2-3 weeks to plan events and promote activities. |
| Advisory Board Meetings | Meetings monthly – Most plan all dates at the beginning of the year, except for new academies. New academies need to get settled, send out a formal invitation to all parents, community leaders and “themed” companies & organizations and have an initial interest meeting before fall break to establish an advisory board, elect officers & begin creating by-laws. It’s good to visit with another academy board meeting to learn firsthand. |
| Summer Camps & Enrichment Opportunities for Students | These will vary by activity. Most will require promotion and follow up. |