SARASOTA COUNTY SCHOOLS

SUNCOAST TECHNICAL COLLEGE

INSTRUCTIONAL PLACEMENT SERVICES PLAN

SECTIONS

1. Coordination Responsibility

The responsibility for coordination of all instructional placement services is shared by the following STC staff members:
- Instructors
- Program Managers
- Placement Specialist
- Assistant Director (COE liaison)

Instructors have existing relationships with related employers through advisory committee membership, internship partnerships, and industry participation. This is often a great source for student graduate placement. Program Managers work closely with the instructors to extend all STC resources regarding placement opportunities.

Further, a branch of CareerSource Suncoast is located on our main campus. The CareerSource Suncoast office staff at this location work closely with STC staff (teachers, administrators, and the placement specialist) to assist with career scope surveys, programs of interest, tuition funding, and graduate placement.

The STC placement specialist manages databases that include student completion, placement, and licensure information. The placement specialist enters the data into spreadsheets and provides them to the designated Council on Occupational Education (COE) liaison, an STC Assistant Director, who in turn submits the data to COE to complete the annual reports.

2. Communications Network

All students nearing program completion/graduation are highly encouraged to visit the CareerSource Suncoast branch on the STC main campus to explore job placement opportunities. The staff at this branch monitor STC program completion dates and coordinate with instructors and Program Managers to visit classrooms to explain and offer their services.

The STC Placement Specialist maintains and shares a current list of local employment opportunities. This list is sent weekly through email by the STC

Placement Specialist to current and graduate students, all STC employees, and local employers. The Placement Specialist does not screen all individuals who might see this list and employers posting jobs are made aware of this. It is also posted in hard copy on a bulletin board on our Student Services office in building 2 at the main campus. Instructors often post it in their classrooms and review relevant job opportunities with students.

3.   Employer/Employment Opportunity Listing

Program advisory committee membership includes local employers, industry experts, and STC staff members. The employers on these committees are from our local service area.

The STC Placement Specialist maintains and publishes a job listing. This individual receives phone calls from employers wishing to be added to the list almost daily. The job posting will remain on the list for six weeks or otherwise determined by the employer in coordination with the Placement Specialist.

This list includes the following information, if the employer wishes to include it:
- Company name
- Address
- City
- Phone #
- Contact person
- Job title
- Short job description
- Hours
- Pay rate

This job list is sent through email by the STC Placement Specialist weekly to current and graduate students, all STC employees, and local employers who have requested to be a part of the distribution list. It is also posted in hard copy on a bulletin board on our Student Services office in building 2 at the main campus. Instructors often post it in their classrooms and review relevant job opportunities with students.

4. Placement Record Maintenance

The Data Analysis and Reporting department of the school district populates, updates, and shares an electronic database of all STC program completers sorted by program and year. These program completion rosters are the starting point for placement data collection. These rosters include the following information (if available):

- Student name
- SSN (last 4)
- Phone number
- STC program completion date
- Withdrawal code
- Highest Occupational Completion Point (OCP)
- Employer
- Placement status
- Employer verification
- Employer survey
- Student survey

The STC Placement Specialist completes as much of this information as possible with the assistance of the above mentioned stakeholders. This individual verifies the collected information to assure valid data is reported. Verification is accomplished through employer contact or documentation submission by the completer.

After verification is completed, the COE liaison aggregates the data on the completed rosters to determine program level completion, placement, and licensure rates. This information is then entered into the COE annual report as well as shared with the entire STC staff.

5. Evaluation

The Instructional Placement Services Plan is reviewed annually and revised as needed. STC's SDMT (Shared Decision Making Team) and SAC (School Advisory Council) both review the plan annually and make recommended updates. This is reflected in agendas and minutes of their meetings.