

College & Career Planning Guide

Staff Survey

Thank you for taking the time to complete the College and Career Staff Survey. The results will be used to improve college and career supports at your high school. The Staff Survey covers 5 domains including, Academic Foundation, Academic Behavior and Life Skills, Advising System, Career Awareness and Exploration and Postsecondary Awareness and Knowledge. There are several questions (components) within each domain. When responding, please consider ALL students in your school, not just those in your specific program or classroom. The Staff Survey should take 10-20 minutes to complete.

When we use the term “college” in this survey, we are referring to all pathways that prepare students for careers in our thriving economy. This includes technical training, two year and four-year degree programs.

School:			
Role:	<input type="checkbox"/> Principal or Ass. Principal	<input type="checkbox"/> Counselor/College & Career Specialist	<input type="checkbox"/> College Access Provider or Community Partner
	<input type="checkbox"/> Other Administrator	<input type="checkbox"/> Teacher	<input type="checkbox"/> Other School Staff
	<input type="checkbox"/> Student	<input type="checkbox"/> Parent	<input type="checkbox"/> Other

Use the scale below to rate your school on the different college and career components.

1	2	3	4	5	IDK
Our school hasn't started work in this area.	We have a plan and are beginning to implement.	The plan is being implemented, but revisions are necessary to improve quality.	The plan and implementation are high quality, but not all students/families are being reached.	This is effective, it works for all students/families and we are a model for others.	I'm not sure where our school is in this area.

Academic Foundation	
Rating	Component Descriptor
	All staff believe that all students are capable of being prepared to enroll and succeed in college.
	All students are provided with the support they need to be successful in rigorous courses.
	Our master schedule is designed in response to student's postsecondary goals.
	Teachers integrate college and career awareness, exploration and preparation into regular classroom activities.
	Students and families understand the importance of high school course taking and credit earning and the connection to graduation and college & career pathways.
	Our school creates experiences that demonstrate the necessity of a postsecondary path for all students – these experiences are not restricted based on criteria other than student interest. i.e. Career & College Fairs, College Assessments during school hours, etc.

Academic Behaviors and Life Skills	
Rating	Component Descriptor
	Students are encouraged to embrace their language, cultural, racial/ethnic background as a point of personal pride.
	Students are intentionally taught about growth mind-set.

	Students are taught learning habits that prepare them for academic success (study groups, note-taking strategies, memorization techniques, writing process, time management etc.).
	Students are taught strategies (i.e. problem solving, perseverance and leveraging personal strengths) to address challenging situations.
	To support their postsecondary transition, all students are taught the norms and expectations of professional business and learning environments. i.e. time management, self advocacy, organization, etc.

Advising System	
Rating	Component Descriptor
	There is a common understanding across school staff and partners on how each individual contributes to the college and career readiness of students.
	Staff members utilize strengths-based approaches as they advise students towards their individual, postsecondary goals.
	All school staff review alumni postsecondary enrollment, preparation, and persistence data to inform our instructional planning and advising program.
	All School Counselors are up-to-date on postsecondary/career pathways and workforce trends.
	Counselors or the College and Career Specialist ensure that school staff have accurate college and career related information to provide to students and families.
	The School Counseling Team intentionally collaborates with community-based partners providing college related services in their school.
	Counselors are culturally proficient in addressing the unique needs of their students and families as they embark on college and career exploration and planning, particularly for first-generation students (i.e. cultural norms related to leaving home, family structure, etc.).
	Students have dedicated time to develop and refine a plan for their postsecondary path (i.e. High School and Beyond Plans).
	The school's comprehensive school counseling program is communicated to students and families so that they know what to expect.
	Every student has a key adult mentor and advocate.
	Adults are supported through professional learning and feedback to grow in their role as a key adult mentor and advisor.

Career Awareness and Exploration	
Rating	Component Descriptor
	All students explore career options in relation to their interests, skills and aspirations.
	Students explore local and national workforce trends when developing a High School and Beyond Plan.
	All students have the opportunity to develop career readiness skills (i.e. develop a resume and participate in mock interviews).
	All students have opportunities to explore career paths off campus (i.e. worksite tours, job shadows).
	Our school participates in DiscoverU each year so that students have an early opportunity to explore career and college options.
	Relationships with local business partners are established to support student career exploration.

Postsecondary Awareness and Knowledge	
Rating	Component Descriptor
	All staff share a common definition for "college."
	All students have opportunities to explore postsecondary options in relation to their career goals.
	Messages about college are visually communicated throughout the school (i.e. posters, pennants, etc.).

	Students understand the social, economic, and societal benefits of postsecondary education.
	All Seniors complete at least one application for the postsecondary option of their choice. (i.e. technical, 2-year or 4-year college, apprenticeship, gap year of service, military, etc.
	All families have opportunities to gain knowledge, in home language, about the college process (including selection, application, paying for college, etc.).
	All students are taught the options for paying for college (i.e. Financial Aid, FAFSA, WASFA, College Bound Scholarship, Loans, Grants, etc.).
	All staff encourage students to complete financial aid applications (i.e. FAFSA, WASFA) during their senior year.
	College Bound Scholarship students and their families are provided with specific information regarding eligibility and what is covered each year, grades 9-12.
	All students have opportunities to interact with students and representatives of local colleges (technical, 2-year, and 4-year) through college campus visits, high school fairs, etc.
	There are structures in place for school alumni, representative of the student population, who are currently (or recently) enrolled in college, to share their stories and serve as role models.
	Collaboration with postsecondary and community partners supports our students in a successful transition into college.

Choose two components where you believe your school is **strongest**. Components are the individual items within the five domains. You can revisit previous pages of the survey to review the components and your ratings. Provide evidence in support of your selections.

Provide Evidence for Components of Strength	
1.	
2.	

Choose two components you would **recommend as priorities for future work**. Components are the individual items within the five domains. You can revisit previous pages of the survey to review the components and your ratings. Provide evidence of support of your recommendations.

Provide Evidence for Components for Growth	
1.	
2.	