



Karla Spangler
Director of Career Preparation and Readiness
email-kspanler@tps.org

701 E. Central Ave.
Toledo, OH 43608-1299
Phone: 419-671-6000
Ext. 2410

Mission Statement: *Toledo Public Schools' mission is to produce competitive college and career ready graduates through a rigorous curriculum across all grade levels by implementing the Ohio's New Learning Standards with fidelity.*

Plan for Recruiting students into the YCC Programs

1. Begin each year with a staff meeting in the buildings of the grant to ensure that all staff members know and understand the grant. Include the teacher of the career program in the meeting.
2. Attend the first counselor meeting of the year and ensure that all counselors not only know and understand the grant, but understand the importance of career planning and career technology programs.
3. Attend the 9th grade Cluster meetings and review the grant and discuss student interest and their support.
4. Review with the 9th Cluster Naviance Results and PSAT results of the students they serve.
5. Work with the Cluster teachers to decide on a time to talk to 9th graders about the grant programs in their building, the grant programs in other buildings and career education in general.
6. Set up parent meetings to review the grant, review the importance of choosing the career that is right for each child and the tools that a child will graduate if completing a career technology program.
7. Continually work with the career technology teacher to assist in marketing ideas for the program.
8. If forms need to be completed by the parents, complete them either at the parent meeting, or send them home to be completed and returned to the school.
9. If parent is still not completing their part, have a phone conference with the parent and gain permission.
10. Send a Welcome Letter to each student who has been accepted into the career program.
11. Follow-up with each student during the sophomore year to ensure that they are being successful in the program, feel they have made the right choice and are able to enroll in the program their junior year.

This Program is made possible through the U.S.Department of Labor/Youth Career Connect Grant
48% of the programs/projects are funded by the Youth Career Connect Federal Grant or \$950,000.00/year