

## **OCCUPATIONAL ADVISORY COMMITTEE (OAC) RESPONSIBILITIES & SUGGESTED ACTIVITIES**

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Although committee members have no legislative or administrative authority, the OAC committee should enhance the education program and become a vital, positive force for Career and Technical Education (CTE). The time and energy given by the OAC help increase committee members' knowledge about the career and technical program and increase the knowledge of teachers and administrators about the job market, employer needs, and community opportunities.

The OAC has several major goals. These include:

- **Providing recommendations to update, modify, expand, and improve the quality of the CTE program**
- **Support and strengthen the relationship between business, industry, the community and education**
- **Make recommendations to strengthen and expand the CTE program curriculum and provide assistance in implementing these recommendations**
- **Articulate long-term goals and objectives of the CTE program to parents, employers and the community**
- **Assist in identifying needs, determining priorities and reviewing and evaluating curriculum**

To achieve these goals, OAC members may provide valuable services in areas such as student recruitment and placement, curriculum development, facilities and equipment, staff development, public relations, community needs, legislative and financial support, and career and technical student organizations' (CTSO) support.

Suggested activities for each of these areas follow:

### **Student Recruitment**

- Speak at student orientation meetings
- Participate in school and community career fairs
- Help conduct events recognizing students, employers, or others active in the occupation
- Assist in the development of admissions criteria for the occupational program

### **Student Placement**

- Identify the knowledge, skills and attitudes necessary to compete in the job market
- Identify student training stations and specific curriculum activities
- Review and modify training plans on a regular basis
- Place students in part-time jobs during the school year or summer months
- Conduct mock interviews with students
- Participate in licensing/certification examinations
- Help program graduates secure jobs
- Develop articulation agreements between secondary career and technical and postsecondary education/training institutions
- Provide work-based learning opportunities to assist in the transition from school to work

### **Curriculum Development**

- Review the occupational program philosophy, mission statement and goals
- Assure curriculum, course content, student competencies, and safety procedures meet current industry standards
- Review and update student performance standards
- Recommend curriculum modifications or new course offerings as needed
- Participate in evaluations conducted by outside agencies
- Inform teachers of new methods, procedures, products and technologies in the workplace
- Give classroom presentations/demonstrations
- Promote student visits to work sites in the community
- Provide supplies (such as raw materials, finished products, charts or posters) for exhibit or instructional purposes
- Assist in shadowing experiences and professional observation days
- Promote qualified program graduates as candidates for higher education
- Assess student performance on skill tests (e.g., NOCTI)

### **Facilities and Equipment**

- Identify facility and equipment needs
- Help to obtain needed equipment and supplies on loan or at special prices

### **Staff Development**

- Offer specialized training programs for teachers
- Identify community resource persons to assist career and technical teacher in the classroom
- Foster communications among teachers and employers to establish cooperative relationships between education and industry
- Help teachers find summer employment related to their teaching assignment
- Provide internship opportunities, job shadowing, or professional education activities in industry for career and technical teachers

### **Public Relations**

- Foster positive communication between the school and community
- Distribute information describing the occupational program
- Communicate with the local boards of education about the impact of the occupational program on the community
- Recommend effective ways to communicate with parents and provide information on the occupational program and related career opportunities
- Develop public service announcements to inform the community about the program
- Post information on bulletin boards, submit news articles to local media, and place brochures in pay envelopes that advertise the program's educational opportunities
- Publicly commend business, employers, unions or other organizations making significant contributions/donations to the occupational program/students

### **Community Needs**

- Assess student interest and community support for career and technical education
- Identify the economic and workforce needs of the community
- Evaluate the program with respect to employer requirements and individual graduates' skill accomplishments
- Conduct surveys to identify present and anticipated employer needs and job availability
- Represent the business community in the strategic planning process

### **Legislative and Financial Involvement**

- Support the adoption and implementation of state and federal legislation to strengthen career & technical education
- Establish scholarships or other financial assistance for outstanding graduates who wish to continue their education/training
- Review and recommend budget requests for equipment and supplies

### **Career and Technical Student Organization (CTSO) Involvement**

- Support the efforts of career and technical student organizations
- Review criteria for student contests and awards
- Judge contests held by career and technical student organizations
- Secure prizes or equipment donations for contests
- Attend special events for career and technical education