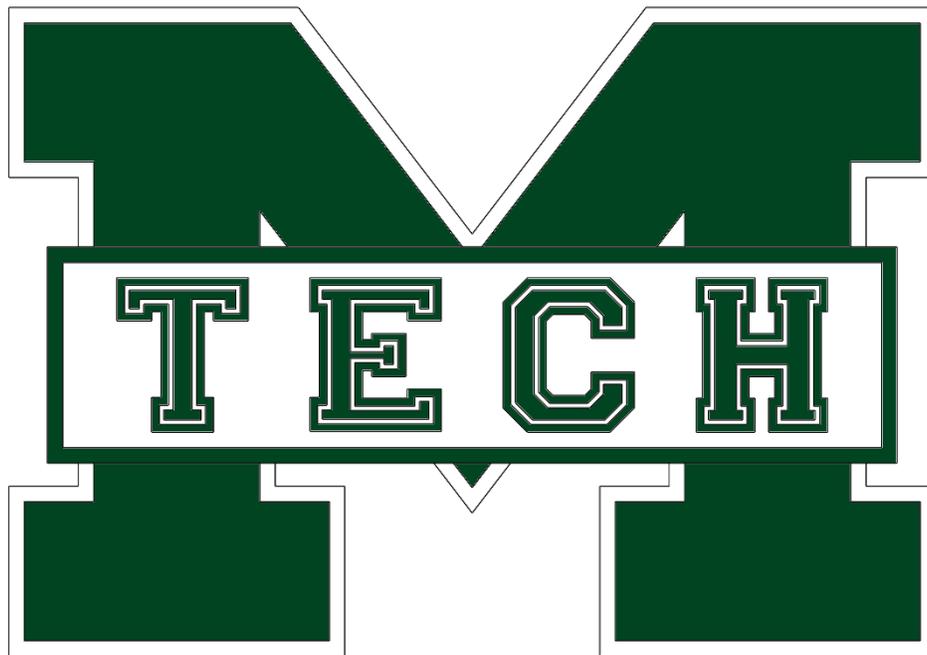


**Northern Berkshire Vocational Regional School District**

**McCann Technical School**



**Graduate Placement Plan**

**2023-2026**

This plan was created as a guide to assist program coordinators in the fulfillment of their graduate placement responsibilities. Coordinators will review the plan annually with the superintendent to provide recommendations for change. Coordinators will also prepare documents tracking placement with the superintendent.

The plan outlines the process each coordinator is responsible to complete and is consistent with the standards of approving and/or accrediting agencies.

Inform students that the program reputation precedes their enrollment and that employers frequently contact us for available graduates. This is important for them to understand the reputation we have within the community and the advantages a McCann graduate can have within your profession.

The program coordinators will:

- Keep externship and agencies/employers informed of current class numbers and potential in early fall.
- Maintain linkage with MassHire Berkshire Workforce Board and MassHire Berkshire Career Center for placement advocacy.
- Develop career expectations individually with students.
- Maintain current communication contact information with employers.
- Provide placement advocacy with program advisory committee.
- Review job skill requirements with students consistent with the Massachusetts Department of Elementary and Secondary Education curriculum framework Strand 4 requirements.
- Provide workplace communication and appearance skills to students.
- Develop appropriate oral and written workplace communication skills especially use of social media.
- Discuss the relevancy of salary, benefits, and related working conditions.
- Maintain student placement records.
- Provide statistical evidence of placement for reporting at the end of the program.

Program coordinators will collect information from completers about placement and employers of completers and submit to the superintendent. They will publish the data collected from graduates and their employers to ensure that program effectiveness, relevancy to state and national standards, effectiveness of curriculum and educational methodology are included as an evaluative tool for program improvement. All data must provide the basis for completer feedback in improving the quality of program outcomes. The superintendent will gather such data annually and review with faculty, staff, and advisory committee members.