

Hillsboro High School's Comprehensive Career Guidance and Counseling Program

Mission Statement

In partnership with individuals, families, and organizations that make up our community, Hillsboro High School is dedicated to providing a comprehensive guidance curriculum that addresses all students' academic, career, and personal/social needs. Our mission is to provide a comprehensive program to assist all students in acquiring the skills, knowledge and attitudes needed to become effective students, responsible citizens, productive workers and lifelong learners.

Guidance Activities

	Freshman Year	Sophomore Year	Junior Year	Senior Year
Student Activities	<ul style="list-style-type: none"> • How to read a transcript • Starting the Educational Plan & Profile • Introduction to Career Cruising (Set-up Portfolio) • Career Cruising Matchmaker • Introduction to Guidance Program 	<ul style="list-style-type: none"> • Transcript Review • Plan & Profile Update • Introduction to Certificate of Advanced Mastery Programs (available for Junior and Senior year study) • PSAT Information & Testing • Career Cruising Activity 	<ul style="list-style-type: none"> • Transcript Review • Plan & Profile Update • Resume Writing/Career Cruising • Job Shadow or Informational Interview • PSAT Information & Testing • SAT and ACT Testing Information • Life After High School Survey 	<ul style="list-style-type: none"> • Transcript Review • Plan & Profile Update • Life After High School Survey • Scholarship & Financial Aid Information • SAT and ACT Testing Information • Post High School Plan Meeting with Career Center Volunteer • Seniors Get a Life planning day • Spartan Alumni panel
Parent Volunteer Responsibilities	<ul style="list-style-type: none"> • Introduce Career Center – Tour • Individual student meetings per student request 	<ul style="list-style-type: none"> • Assist counselors with Educational Plan & Profile Review • Career Cruising Activity • Career Center Tour • Student Caseload 	<ul style="list-style-type: none"> • Visit to Advisories (Life After High School Survey) • Assist with Resume Writing (individual feedback) • Individual meeting with junior caseload • Job Shadow follow-up • Track Career Development Credit 	<ul style="list-style-type: none"> • Visit to Advisories (Life After High School Survey) • Meet with individual students to discuss and assist with Post-High School Plans • Job Shadow follow-up • Track Career Development Credit
Advisor Responsibilities	<ul style="list-style-type: none"> • Teach students how to read a transcript • Introduce the Educational Plan & Profile 	<ul style="list-style-type: none"> • Transcript Review with students • Plan & Profile Update with students • PSAT Information 	<ul style="list-style-type: none"> • Transcript Review with students • Plan & Profile Update with students • PSAT, SAT & ACT Information • Assist with Life After High School Survey 	<ul style="list-style-type: none"> • Transcript Review with students • Plan & Profile Update with students • FAFSA & Local Scholarship Information

For additional, detailed information about our curriculum and resources, please see page 2.



Hillsboro High School

Career & Counseling Services and Resources

Earning Your .5 Career Development Credit

All of the guidance activities provided by counselors, parent volunteers and advisors are created to benefit each student in his/her academic, career, and personal/social pursuits. This .5 Career Credit is district mandated and must be completed by every student upon graduation. The following activities will be tracked and credit will be awarded upon completion:

- ◇ Interest Inventory
- ◇ Career Cruising Exploration
- ◇ Post-High School Meeting with Parent Volunteer/Counselor
- ◇ Job Shadow
- ◇ Resume
- ◇ Participation in Advisory Activities

Resources

- ✓ Career Cruising – See Details Below
- ✓ Career Parent Volunteer Program – See Details Below
- ✓ Career & Counseling Website – See Details Below
- ✓ Career/College Planning Reference Materials & Catalogs
- ✓ Military Information
- ✓ SAT/ACT/PSAT Information and Sample Tests
- ✓ Scholarship and Financial Aid Information
- ✓ Job Readiness Materials (Resumes, Interviews, etc.)
- ✓ Community Service Opportunities
- ✓ Good Jobs Program Information
- ✓ Internship/Job Shadow/Informational Interview Opportunities
- ✓ Community Resource Information
- ✓ Personal/Family Counseling Resources

Career & Counseling Center at Your Fingertips!

Hilhi's Career & Counseling Website has been developed to provide students and parents with relevant and up-to-date guidance and counseling information. Some of the highlighted features include:

- Career & Counseling Center Staff Contact Information
- Career Guidance Curriculum – Includes Curriculum Information and Calendar
- Direct Links to Career Cruising and FAFSA
- Career Newsletter – *The Sky's the Limit!*
- Scholarship Information
- Popular Links for Post-High School Planning

Locate our web page through the Hilhi Website or directly at

www.hsd.k12.or.us/schools/hhs/Career&CounselingCenter/index.html

Career Center Parent Volunteers

Our student services are supported and enhanced by a strong parent volunteer program. All students, grades 9-12, will have the opportunity to meet with his/her parent volunteer on a regular basis. Our volunteers are proactive in helping students with their post-secondary planning. They can assist with career, college and scholarship research and planning. We believe that as a team we are better able to assist our students with the resources, confidence and know-how to make important decisions regarding plans for their future.

What is Career Cruising?

Career Cruising is a web-based career exploration and planning tool that students use to explore career and college options and create a comprehensive career portfolio. Features of the program include:

- ❑ **Interest and Skills Assessments**
- ❑ **Detailed Career Profiles** – direct links between careers and high school subjects, as well as links between careers and college programs
- ❑ **Multimedia Interviews**
- ❑ **College and Financial Aid Information** – updated yearly from the Peterson's database, with different search tools to help students find the right college and the right scholarships
- ❑ **Electronic Career Portfolio**
- ❑ **Resume Builder**

Locate the Career Cruising website at

www.careercruising.com

User ID: **Hillsboro**

Password: **Spartans**

New Diploma Requirements

The Oregon Department of Education requires all students to meet a minimum 22 credits for a high school diploma. In order to prepare each student for a successful transition to his/her next steps, the following additional items are now required for high school graduation:

- Develop and maintain an Educational Plan & Profile
- Demonstrate Career-Related Knowledge and Skills
- Demonstrate Extended Application through a collection of evidence
- Participate in Career-Related Learning Experiences as outlined in the Educational Plan

For more information, see the ODE website at: <http://www.ode.state.or.us/teachlearn/certificates/diploma/diploma-at-a-glance.pdf>

