

MIDDLE SCHOOL CAREER DAY

8TH GRADE ASSISTANT PRINCIPAL DUTIES

1. Five months before Career Day, reserve the library, 1 gym, and 20 breakout speaker rooms for Career Day.
2. Five months before Career Day, follow up with counselor to whom student roster was sent. Ask counselor to provide information to COIN Technical Director (campus ITS) in the following format (First Name, Last Name, Student ID #, Grade). Also, get student roster to Data Base Committee to assign students to breakout speaker rooms.
3. Four months before Career Day, or two Weeks before COIN Assessment set teacher schedule in computer labs.
4. Four months before Career Day, follow up on essay requirements with ELA Teachers.
5. One month before Career Day, make changes in lunch schedules to accommodate Career Day. Inform faculty and staff of the changes.
6. One month before Career Day, arrange transportation to and from the school for Technical Education Students, ROTC, and high school clubs & organizations.
7. One month before Career Day, work with the ITS at the school to ensure all T.V. monitors are working properly in the breakout speaker rooms.
8. Two weeks before Career Day, direct advisory teachers on the requirements for the end of Career Day (i.e. which forms students must complete, write thank-you letters, etc.).
9. Two weeks before Career Day, make sure 2-way radios and microphones are working properly.
10. **Important:** One week before Career Day, talk to 8th grade students about dress attire and conduct expected on Career Day. (Recommend dressing nicely, i.e. guys – shirts, slacks & ties; girls – nice slacks/skirt & shirt or dress and stress the importance of being on best behavior.)
11. One week before Career Day, send final reminder letter or phone message out to 8th grade parents about Career Day.
12. One week before Career Day, coordinate and schedule teacher assignments for Career Day; remind teachers to monitor student conduct during speaker presentations. Be sure there are 5-7 teachers with strong classroom management skills in the gym for crowd control.