

Academy of Careers and Technology

Effectiveness of Student Services Plan



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390 Stanaford Road
Beckley, West Virginia 25801
304-256-4615

Preparing Students for Their Future

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The Academy of Careers and Technology has personnel in positions to guide students during the post-secondary process. This plan is for evaluating and improving the personnel and the process.

Purpose:

- To evaluate the effectiveness of student services personnel and student services.
- To review annually with staff the evaluation results
- To use the results and staff discussion to improve student services

Student Services Personnel:

- Secretaries-attendance, student inquiries
- Job Placement Coordinator-coordinate and communicate job opportunities and visits between instructors, students, and potential employers
- Financial Aid Counselor-student registration, admission, financial aid counseling
- Administrators-oversight of school operations
- Adult Basic Education Instructor-pre-admission testing, career counseling

Timeline:

- Students will complete an exit survey.
- Students who are continuing will complete a survey within three weeks of the end of the first year.
- Survey results will be compiled.
- Staff will review and discuss the results of the School Effectiveness Survey and sign the form acknowledging they have received this information.