



KEC Advisory Committee Booklet



KEC is a high school career and technology campus for juniors and seniors in Malta, IL with satellite campuses across Northern DeKalb County.

Our programs allow area high school students to earn college credit for most of our classes, as well as on the job training, certifications and real world applications to prepare students for college and/or a career. All of our teachers are experts in their respective fields and value connections with community businesses. KEC's philosophy is to offer opportunities to local high school students based on the labor needs of our region, as well as the needs of our country. We are always looking to change and grow, and your input is vital to the growth of our curriculum and programming.

1. Functions of Advisory Committees

- a. Provide an important communication link between the employers, general public and KEC.
- b. Review goals, objectives and occupational skill standards of the KEC class.
- c. Assist in reviewing the class curriculum and how it is organized to meet the workforce needs in the region, as well as nationally.
- d. Advise KEC in identifying appropriate industry certifications and standards.
- e. Advocate and assist KEC with the integration of new technologies, methods, procedures and practices in our programs.
- f. Assist in locating internship job shadowing opportunities for KEC students.
- g. Advise with labor market trends in the area, and employment in the region.
- h. Advocate for KEC in long-term career program planning to meet the needs of the region.

2. Additional Functions

- a. Committee Membership - Advisory Committees should include a diverse representation of individuals and employees. The following are suggestions for committee membership:
 1. Employees representing small, medium and large corporations.
 2. Employees in industries relevant to KEC classes.
 3. Employers who consistently provide internships and job shadowing opportunities for KEC.
 4. Faculty from relevant classes at other institutions.
 5. High performing students and/or recent graduates of KEC classes.



3. Desirable Attributes of an Advisory Committee Member will include:

- a. Interest - A motivated person who expresses sincere interest in the KEC class.
- b. Availability - Must be willing to attend two meetings a year.
- c. Skill/Experience - Members should be appointed that are knowledgeable about the target occupation of the career and tech classes.

4. Role, Purpose and Function of Advisory Committees:

- a. Advisory Committee's purpose is to strengthen the Career and Technical Education Program it serves. The committees exist to advise, assist and advocate for career and technical education. It has no legal, administrative or authority and is an advisory committee only. Advisory committees work cooperatively with school officials in planning and carrying out committee work.
- b. Members are volunteers who share an expert knowledge of career tasks and competency requirements for specific occupations.
- c. Advisory committees act in an advisory capacity. Providing recommendations and suggestions that can help KEC make sound and informed decisions about its classes and curriculum. As a representative of the employer's community, the members of the advisory committees know the skills that are necessary in the workplace. They can advocate in helping to ensure that curriculum and desired program outcome meet real needs.



KEC Class Offerings

Automated Engineering Technology

Auto Technology

Aviation

Business Leadership

Certified Nursing Assistant

Computer Information Systems

Construction Trades

Cosmetology

Criminal Justice

Culinary

Diesel Technology

Early Childhood Education

Emergency Medical Technician-Basic

Esthetics

Fire Fighting

Mass Communications

Medical Terminology

Sports Medicine

Web Development

Welding Technology

