

**Career & Academic Connections Division
annual events you should know about:**

- Counselors Only Conference
(Partnered with State
Department of Education)
- New Student Services Academy
- Student Services
Endorsement Program *(Every other Year)*
- GuidanceFest
- OKCRC Conference
- Guidance and ESSP Divisions at
the annual Summer Conference



careertech

OKLAHOMA DEPARTMENT OF
CAREER AND TECHNOLOGY EDUCATION | Career and Academic Connections Division

1500 West Seventh Avenue • Stillwater, OK 74074-4398
800-522-5810



okcareertech.org/cac

careertech



**CONNECTING CLASSROOMS, COMMUNITIES
AND CAREERS**

*The Career & Academic Connections team is here to help you.
We provide assistance to educators across Oklahoma.*

The Oklahoma Department of Career and Technology Education does not discriminate on the basis of race, color, religion, national origin, sex/gender, age, disability, or veteran status. Inquiries concerning application of this policy may be referred to ODCTE, Compliance Coordinator, 1500 West Seventh Avenue, Stillwater, OK 74074-4364, 1-800-522-5810 or (405) 377-2000.
This publication is printed and issued by the Oklahoma Department of Career and Technology Education as authorized by 74 O.S. 2001, Sec. 3105, as amended.
100 copies have been prepared and distributed at a cost of \$70.00. Copies have been deposited with the Publications Clearinghouse of the Oklahoma Department of Libraries. 16-33480 17350

**Kelly Arrington, M.Ed.**

Career & Academic Connections Coordinator
405-743-5159, kelly.arrington@careertech.ok.gov

- Manage the Career and Academic Connections Division, ensuring support for career and academic development for Oklahomans K-Adult.
- Provide professional development, technical assistance and career development strategies for K-Adult.
- Disseminate monthly student services email update.
- Serve as process leader for student support services at ODCTE.

**Cynthia Vick**

Career & Academic Connections Administrative Assistant
405-743-5162, cynthia.vick@careertech.ok.gov

- Coordinate efficient office management for Career and Academic Connections Division.
- Provide communication and event logistics for Career & Academic Connections.
- Provide registration and event support for Career & Academic Connections.

**Tommi Leach, M.Ed.**

Academic Coordinator
405-743-5524, tommi.leach@careertech.ok.gov

- Assist with academic advisement, planning and transcript issues.
- Serve as academic liaison for ODCTE to SDE and OSHRE.
- Assist with CTE Academic Credits.
- Write Career Advisor e-newsletter.

**Sharon Baker, M.Ed.**

Disability Services Specialist
405-743-5596, sharon.baker@careertech.ok.gov

- Assist K-12, technology and skills centers personnel to meet local guidelines and state and federal legislation.
- Provide professional development and technical assistance to ensure partnerships and programs are appropriate and accessible to individuals in special populations.
- Coordinate and assist in developing/adapting products targeted toward services to members of special populations.

**Erica Harris, M.Ed.**

Advisement Specialist
405-743-5164, erica.harris@careertech.ok.gov

- Advise K-12 and tech center counselors on career development and data literacy
- Assist technology center student services support staff with the Guidance Team Self Study.
- Provide college and career readiness technical assistance and professional development.

**Jo Kahn, M.Ed.**

Career & Employment Information Services Coordinator
405-743-5404, jo.kahn@careertech.ok.gov

- Provide support to job placement and workforce professionals.
- Develop, coordinate and provide professional development for web-based career information and guidance products in the classroom.
- Assist with the online career development system.

**Susan Kuzmic**

Career Readiness Certificate Coordinator
405-717-4923, susan.kuzmic@careertech.ok.gov

- Assist with Career Readiness Certificates.
- Assist with ACT WorkKeys for Job Profiles.
- Assist with Key Train/CR 101.
- Serve as liaison for ODCTE and ACT for WorkKeys.

**Roberta Douglas**

Career Development Specialist
405-743-5425, roberta.douglas@careertech.ok.gov

- Assist with strategies for effective career development, K-Adult.
- Oversee OkCareerGuide, including training & technical support.
- Serve as Global Career Development Facilitator course coordinator.

**Twila Green, M.Ed.**

High Schools & Tech Centers That Work Coordinator
405-643-5511, twila.green@careertech.ok.gov

- Coordinate & support school improvement and innovation.
- Assure students develop the academic knowledge & skills required by students' career choices.
- Assist with location resources/materials.