

Administrative Memo

Date: October 26, 2018
To: Superintendents, High School Principals, Area Career Center Directors, and School Counselors
From: Janice Rehak, coordinator, Office of College and Career Readiness
Subject: CCR-18-011 – Information on Labor Market Needs for High School Students

Each high school is to provide its students with this information before November 1 of every school year.

Legislation passed during the 2018 session that requires the Department of Economic Development (DED) to annually identify occupations in which a critical need or shortage of trained personnel exists in the labor market in the state and provide such information to the State Board of Education (SBE). Upon receipt of such data, the SBE shall, in collaboration with DED, compile the following:

- Information on how to obtain industry recognized certificates and credentials
- Information on how to obtain a license and the requirements for a license when licensure is required for an occupation
- Access to assessments and interest inventories that provide insight into the types of careers that would be suitable for students
- Resources that describe the types of skills and occupations most in demand in the current job market and those skills and occupations likely to be in high demand in future years
- Resources that describe the typical salaries for occupations and salary trends
- Information on how to obtain financial assistance for postsecondary education
- Information on how to choose a college, school, or apprenticeship that aligns with the student's career goals and values
- Information on self-employment
- Resources related to creating a résumé, interviewing, networking, and finding job opportunities
- Information on the skills and traits necessary to succeed in various careers

The Department of Elementary and Secondary Education school counseling staff has compiled and placed information related to labor shortages and job attainment on their [website](http://dese.mo.gov/college-career-readiness/school-counseling). This information will update regularly. Schools should share the link <https://dese.mo.gov/college-career-readiness/school-counseling> with their students before November 1, 2018.

If you have questions regarding information on labor market needs for high school students, please contact Chrissy Bashore, assistant director, School Counseling at 573-751-6875, or via email at Chrissy.Bashore@dese.mo.gov.