



CAROL RISANO

Outstanding Administrative Asst.



Award Biography

Please join me in recognizing the CTE professionals who keep the most complicated pieces moving to support students – administrative professionals. The 2024 Outstanding CTE Administrative Assistant of the Year Award recipient is Carol Risano from West-MEC.

Over the course of the school year and multiple projects, Carol is integral to the success of each project. Her expertise in all budget-related matters consistently ensures that Student Services maintains fiscal responsibility, maintaining budgets and related processes for student credentials, professional development travel, student grants, and purchasing. Carol works to support a team of seven managers/directors in the Student Services Department, overseeing multiple projects.

Carol demonstrates leadership by collecting, tracking, and publishing data in multiple Student Services areas. This data is critical to support decision-making and close monitoring of students before, during, and after their time in a West-MEC program to meet Career and Technical Education goals. These data pieces include Open House events, counselor Grants, Dual and Concurrent Enrollment, Industry credentials, and the National Technical Honor Society.

Carol is an invaluable administrative resource within West-MEC. She has a supportive reach within the district to assist CTE administrators and teachers by collecting and maintaining data, managing district calendars, keeping detailed student information records, and managing a department budget, all while providing exceptional customer service to students and parents. Similarly, Carol works extremely hard to foster positive relationships with our community partners. Examples of these community partners include Parents and students, Administrators & Counselors - Member districts, Charter and Private partners, Community College and University Partners, Industry credentialing agencies, and National and local Career and Technical organizations.