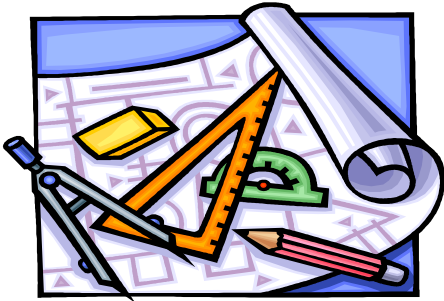


DRAFT



Pathway Lead & Pathway Team Roles & Responsibilities

PATHWAY COORDINATING TEACHER/S

(LEADS/Co-LEADS) (DIRECTOR/CO-DIRECTORS) Each Pathway will have a lead teacher who has primary responsibility for coordinating successful Pathway implementation/operations and for assuring Pathway student success. *(Note: In some Pathways there may be co-leads/co-directors and/or an assistant lead/director who share coordination responsibilities and release time. Additionally, in many effective Pathways, leadership is distributed and shared cooperatively within the Pathway team. All Pathway teachers are teacher-leaders with one (or two) coordinating lead/s.)*

Pathway Leadership involves a combination of duties in addition to teacher, including program director, instructional leader, student advocate, publicist/salesperson, bookkeeper, counselor, team builder, vision-keeper, coach, motivator and cheerleader. Answering to many different stakeholders, a Pathway lead implements the best course for student success & ongoing Pathway improvement & growth. In addition to an ability to leap tall buildings at a single bound, some of the Pathway leadership duties involve:

OVERALL PATHWAY LEADERSHIP:

- co-construct and support a system of shared beliefs and values (aligned with site and District values) which form a basis for Pathway action
- work with pathway team to develop and disseminate a pathway vision and mission and an annual pathway action plan which addresses critical pathway components
- collectively accept responsibility for Pathway student learning and for the overall success of the Pathway and of Pathway students
- develop and implement Pathway policies (aligned w. District/Site SLC policies)
- participate in the collection and analysis of Pathway student data and adjust Pathway instruction and other aspects of the Pathway based on that data analysis (serve as Pathway data wonk & continuous improvement guide)
- develop and deploy a system of "scaffolds" and supports for student success

- participate in Pathway staff development opportunities and implement agreed-upon ideas and strategies.
- Facilitate regularly scheduled Pathway team meetings; meet with team members during common planning time to discuss Pathway coordination, instructional and learner issues, curriculum integration, partnership activities, and other student success strategies; Facilitate good interpersonal relationships among Pathway team members.
- Work with Pathway team and school administration to develop and oversee Pathway recruitment, student support, budget, schedule, and other critical aspects of Pathway success
- Coordinate orders for equipment and instructional supplies; maintain accurate records
- Organize field trips, job shadowing experiences, etc. Arrange transportation. Handle permission slips, obtain needed signatures, process required paperwork, manage other logistics; maintain accurate records
- Organize and maintain Pathway Advisory Board which includes industry, postsecondary, governmental, and community partners as well as site/district representatives, one or more parent/student/teacher representatives; co-facilitate regularly scheduled meetings
- Coordinate postsecondary and middle school articulation
- Collaborate with site-administrators to coordinate development of Pathway Master Schedule
- Work with the Pathway Counselor, the College and Career Center staff, and other stakeholders to coordinate college and career guidance for students and their families
- Coordinate Pathway communication (within the Pathway team; with Pathway students, parents/guardians/families; with Pathway Advisory Board; with Pathway partners; with appropriate District personnel; at the site (with Administration, counselors, other Pathways/SLCs, Department Heads), etc.
- Complete all required reports and all required paperwork in a timely manner
- Coordinate special Pathway events and special opportunities for students
- Coordinate Pathway public relations and publicity
- Coordinate Pathway Fundraising/Grant Proposal Writing/Resource Development
- Leap tall buildings at a single bound
- Keep and advocate for the Pathway vision
- Advocate for pathway students and teachers
- Celebrate Pathway successes

SCHOOL-BASED

- Work with the Pathway team to clarify vision, goals, and priorities
- Work with the Pathway team to develop and implement an annual action plan for Pathway school-based learning; including, the use of data and a continuous cycle of improvement
- Work with the Pathway team to develop an Pathway sequence of integrated courses and assuring a "school within the school" structure, including:

- Grade 9 - At least 1 career-technical/lab class & 2/3 academic classes, including English & Social Studies/Science.
- Grade 10 - At least 1 career-technical/lab class & 2/3 academic classes, including English & Social Studies
- Grade 11 - At least 1 career-technical/lab class & 2/3 academic classes, including English & Social Studies
- Grade 12 - At least 1 career-technical/lab class & 1/2 academic classes, including English & Social Studies
(NOTE: Pathway structures may vary. Some include a middle college approach with juniors and seniors enrolled in dual enrollment courses and/or college courses. Others include one or more online classes and/or credit for community-based or work-based Senior Projects and/or internships tied to academic work.)
- Serve as Instructional Leader & Professional Development Coordinator
 - Teach with the team and assist team members in building an inviting, stimulating, supportive, personalized, rigorous, and challenging teaching and learning environment for the students
 - Work with the Pathway team to build a high performance, college and career going culture
 - Work to build the Pathway teaching team as a professional learning community
 - Plan and implement integrated, standards-based academic and career-technical curriculum around the Pathway theme
 - Assure alignment of both academic and technical curriculum with State, national, and industry standards (as appropriate)
 - Support/coach teachers to "flavor" their courses with the Pathway theme
 - Support/coach Pathway teachers to increase both the academic *rigor* and career and community *relevance* of their courses
 - Support/coach Pathway teachers to infuse strategic literacy, writing across the curriculum, and other effective strategies
 - Promote active learning strategies including project-based learning, problem-based learning, inquiry-learning, service learning, etc.
 - Plan/Coordinate Performance-based/Authentic Assessment and Public Exhibitions of Student Learning
 - Work with the Pathway teaching team to plan, implement, and assess structured Pathway Student Portfolios - purposeful collections of student work which illustrate mastery and/or growth toward mastery of academic and career-technical standards; includes 6-year plan
 - Develop/Enhance Senior Projects (related to the Pathway theme)
 - Promote and coordinate Pathway Service Learning Program, including, develop/enhance Peer Education and/or Advocacy projects related to your Pathway theme
 - Seek and coordinate resources for the team and keep informed of new trends and programs both in education and in the broader industry theme
- Facilitate effective use of common planning time within the Pathway
- Work collaboratively with other stakeholders to facilitate the successful inclusion of both special needs students and ELL students into the Pathway

WORK-BASED/COMMUNITY-BASED LEARNING

Work with Pathway Team, District/Site School to Career personnel, Pathway Placement Director, and Pathway Advisory Board to provide:

- *Structured field experiences/study trips beginning in Grade 10*
- *Structured job shadowing experiences beginning in Grade 10*
- *Service-learning tied to the Pathway career theme beginning in Grade 10*
- *Student Run Enterprise (if applicable)*
- *Student Internships (often summer following junior year)*
- *Pathway Certification of Mastery (tied to Industry standards)*
- *Work-based Learning Plans, Portfolios, and Projects*

Work with the Pathway Team and Industry partners to connect work-based/community-based learning with classroom learning

Coordinate Pathway student college and career development, including working with Pathway Career Development Coordinator to prepare students for, place students in, and monitor student success in job shadowing experiences, summer internships, and other community/work-based learning opportunities

Organize and Implement Pathway Field Trips and Field Experiences

GUIDANCE & COUNSELING

Work to assure inclusive student recruitment and selection (balancing equity and choice)
(Each Pathway should reflect the diversity of the school as a whole.)

Provide student assessment, including career interest inventories

Plan and implement College & Career Portfolios

Develop and/or Use Individualized Education Plan that includes a plan for transition from high school to college and career

Provide a Mentoring Program for Pathway students (professional adult-student, academic peer mentoring, email mentors)

Implement Advisories (and/or Advisory strategies which are embedded in the Pathway) plus individual and group counseling

Plan and implement Student-led conferences

Provide support for postsecondary application process and job placement assistance

STUDENT VOICE AND SCAFFOLDING FOR STUDENT SUCCESS

Engage students as co-creators of ongoing Pathway success

Engage students in support for student achievement of all (peer tutors, etc.)

Provide opportunities for under-performing students to "catch up" and for all students to accelerate their learning (credit recovery, extended learning time, dual enrollment, online courses, etc.)

Provide support for students to prepare for State exams, including California High School Exit Exam

Provide support for students to prepare for SAT/ACT and other college or career (apprenticeship) entrance exams and/or certification exams

Provide support for students to complete financial aid forms, apply for scholarships, etc.

Provide opportunities for students to participate in Pathway student leadership and other leadership development opportunities

Build in a student advisory program so that every pathway student is well known and supported to succeed in challenging academic and technical courses and in other ways
As part of a pathway continuous cycle of inquiry and improvement, provide opportunities for students to reflect on and/or to assess aspects of the Pathway (focus groups, surveys, assessment sheets, reflection logs, etc.)

PARENT/SUPPORTING ADULT/HOME PARTNERSHIP

Develop a clearly defined Pathway-Home Partnership with ongoing parental/guardian/ supporting adult contact/communication

Provide opportunities for Parents/Guardians/Supporting Adults/Families to engage as co-partners in support of student learning & achievement and as active participants in Pathway governance and events

Develop strategies so that Parents/Guardians/Supporting Adults are knowledgeable about the pathway as well as the college & career going process (workshops for parents, etc.)

POSTSECONDARY LINKAGES/ARTICULATION

Work with Site/District Staff and Pathway Advisory Board to coordinate 2 & 4-year College/University-articulation & partnership agreements

Coordinate Pre-Apprenticeship Programs (if applicable)

Coordinate partnerships with technical schools, community-based employment training programs, etc. (if applicable)

Collaborate with postsecondary partners provide learning opportunities for Pathway students and teachers, including articulated classes, dual enrollment, and college classes

COMMUNITY INVOLVEMENT

Co-Develop and Co-Maintain the Pathway Steering Committee/Advisory Board

Co-Develop and Sustain additional Career and College-related AND School- Community Collaborative/Partnerships

Engage community/industry/postsecondary partners in providing input to and validation of Pathway curriculum

Engage community/industry/postsecondary partners in providing Classroom speakers/Teachers on loan/Consultants for Student Projects

Work with industry, postsecondary and community partners provide learning opportunities for Pathway students and teachers

Engage industry partners in helping to provide validation of achievement of industry standards; certification

CENTRAL OFFICE/SCHOOL SITE SUPPORT

Work with site/district Administrators to assure dedicated Pathway teachers who both desire to and are qualified to teach in the Pathway

Advocate for and assure planning time for Pathway teachers

Advocate for and assure coordination time for Pathway Director/s/Lead Teacher/s

Work to assure Site/District Administrative Support and Engagement

Be active as a teacher-leader at your site and in the District and assure that Pathways are integral to Site/District Plan

Engage with site Administrators, Counselors, and the site Master Schedule Team to assure that the Master Schedule supports Pathway schedules and allows flexibility; Work with your Pathway team and other stakeholders to develop a proposed schedule for your Pathway; Justify your master schedule preferences in terms of student learning and needs

Work with site/district administration to assure an Pathway Home Base Room

Work with site/district administrators and your Advisory Board to assure adequate facilities and equipment, including access to technology

Work with District/site Administrators and your Advisory Board to assure adequate resources for Pathway operations

Develop Pathway action plans for essential Pathway components (curriculum integration, support for student success, partnership development and sustainability, etc.)

Provide orientation and support for new Pathway faculty/staff

Work with District/Site Administrators and Pathway support providers to assure ongoing and embedded professional development, including training in Pathway design and enhancement, Pathway instructional design, research-based instructional practices, industry internships and job shadowing for teachers, looking at student and teacher work, etc.

Work with District/site Administrators and Pathway support providers to assure time for integrated curriculum development

Work with District/site administrators, staff, and counselors to assure access to Pathway data; create a data gathering system for Pathway use; Use Pathway student data (both quantitative and qualitative data) for continuous Pathway improvement, including an annual Pathway self-assessment and review of progress

Understand and utilize support from Site/District Programs and personnel, such as Director of Secondary Programs, School to Career Coordinator, Small Learning Communities Coordinator, etc.

Represent the Pathway on the site Instructional Leadership Council and other appropriate District/Site Committees, Task Forces, Work Groups, etc.

Help to coordinate services and communication with the other Pathways/Houses/ SLCs, the guidance department, the school administration, the rest of the school, and with community partners and stakeholders. (also listed in overall duties)

Assist in development, implementation, and monitoring of management plans and grants as they relate to school, district and Board of Education priorities and curriculum implementation,

Participate in interviewing and selection of new staff for the Pathway team, and

PATHWAY TEAM RESPONSIBILITIES

To the extent possible, each Pathway teacher will be part of a Pathway team with a common planning period. (At a minimum, academic and technical teachers who share students in common (often a grade-level team of teachers) should share a common planning period.)

As a team member, each Pathway teacher is expected to share in Pathway roles and responsibilities:

Responsibilities Shared by All Pathway/House Teachers

- Support the agreed-upon Pathway/House vision and goals
- Participate in regularly scheduled Pathway/House team meetings
- Collaborate with Pathway team members to design & teach interdisciplinary units
- Help monitor student progress
- Help maintain home-school contacts/communication
- Participate in student and/or parent conferences
- Participate in recruitment functions
- Work to develop, implement, and refine Pathway/House integrated curriculum
- Help to carefully monitor student class attendance
- Accept a fair share of agreed-upon Pathway/House responsibilities
- Participate in professional development workshops whenever possible
- Represent Pathway/House with school/district administration and/or on community committees
- Look for ways to flavor your class with Pathway/House theme/s as appropriate
- Honor your common Pathway/House Team agreements
- Support one another
- Have fun! Celebrate your community! Celebrate success!

Possible Individual Team Roles might include:

- Business/Postsecondary/Community Liaison - Job Shadowing, Internships, Service Learning Opportunities
- Speakers/Field Trips
- Mentor Program
- Student Organizations/Clubs
- Curriculum Coach & Professional Development
- Recruitment, Scheduling, Advisement
- Attendance & Policy Implementation
- Tutoring Program & other forms of Academic Support/Intervention
- Report/Grant Writing, Data Collection/Use
- Public Relations Materials Preparation - brochure, Fact Sheet, etc.
- Budget and Equipment/Instructional Supplies Order Management (as appropriate)

A Sampling of Possible Areas of Pathway Team Responsibilities

MENTOR PROGRAM COORDINATOR

- Recruit mentors and mentor coordinators
- In-service mentors on expectations, support, etc.
- Assure all legal requirements (fingerprinting, etc. as appropriate) are met
- In-service students.
- Work as liaison between the program and mentor coordinators. Contact monthly.
- Contact each mentor once per quarter/semester
- Create data base of students to include all pertinent placement information and disseminate to appropriate personnel
- Counsel unhappy students/mentors and take necessary steps to resolve conflicts.
- Monitor permission and attendance for mentor visitations
- Establish regular on-site mentor activities.
- Establish, promote, and maintain partnerships with the business/postsecondary community.

RECRUITMENT COORDINATOR

- Work with administration to establish timelines
- Present program to all 9th grade students (or other grades as appropriate)
- Compose and send informational letter to parents of all 9th grade students (or other grades as appropriate)
- Field calls
- When possible, recruit and in-service existing Pathway students to assist in the recruitment process
- Coordinate meetings w/interested 9th graders (or other grades as appropriate)
- Coordinate meeting with interested parents
- Collect and compile applications and pertinent data from applicants
- Determine list of students interested in entering the Pathway
- Coordinate interviews with interested students
- Make initial determination of Pathway students (Coordinate with other Pathways to do so) (Coordinate lottery if appropriate)
- Inform students and parents of final decisions
 - Tentative acceptance
 - Waiting list
 - Other?? (If a student is not accepted/why?)
- Coordinate meeting with parents/supporting adults of all students tentatively scheduled into Pathway.
- Compose, collect, and compile initial Pathway commitment contracts.

SERVICE LEARNING/COMMUNITY SERVICE COORDINATOR

- Develop working relationship with volunteer center/appropriate community based organizations (CBOs)
- Work as a liaison between Pathway and volunteer center/CBOs
- Establish placements for students not placed by volunteer center/ CBOs
- Compile data base and provide list of students, placement, supervisors, phone numbers, and locations to all necessary stakeholders
- Compile and maintain a data base of appropriate service learning/ community service opportunities for students
- Collect and file appropriate permission slips for all students involved in Pathway Service Learning placements and/or experiences
- Contact each placement no less than once a month by phone or email
- Visit each placement once each quarter or more often
- Counsel with both students and supervisors. If either the student or supervisor is unhappy with the placement, take necessary steps to resolve the problem.
- Coordinate and oversee volunteer interviews.
- Monitor service learning/community service participation.
- Coordinate assessment of student volunteers (and, as appropriate, of placement sites)

PUBLIC RELATIONS COORDINATOR

- Write articles for school newspaper, local newspaper, staff newsletter, and school's parent newsletter
- Develop and maintain an Pathway website which is linked to the school website
- Establish and coordinate in-service for Pathway parents (i.e., graduation requirements, Pathway goals and expectations, effective parenting workshops, how to support college aspirations, etc.)
- Coordinate establishment of an Pathway parent support group
- Coordinate establishment of an Pathway parent volunteer program
- Work to promote business involvement in the Pathway (i.e., articles for local businesses in-house publications, speaker's bureau, panels for student exhibitions, etc.
- Establish an Pathway newsletter for students, parents, administration, other school staff, Pathway partners, and other stakeholders

STUDENT ADVISEMENT/STUDENT SUPPORT COORDINATOR

- Monitor student progress: Grades, attendance, and other Pathway objectives
- Inform Pathway staff of student progress on a regular, on-going basis.
- Develop/implement agreed-upon Pathway interventions, scaffolding and support for student success
- Counsel/contract with students who are not yet achieving success
- Notify parents of student progress/growth/achievement
- Engage parents/supporting adults in supporting student success (home-school partnership)
- Develop/monitor an Pathway tutoring team, student academic mentors, and other supports for Pathway student success.

PATHWAY CURRICULUM COACH AND PROFESSIONAL DEVELOPMENT COORDINATOR

- Facilitate work to integrate Pathway curriculum around your Pathway theme and to flavor Pathway classes with your theme.
- Facilitate integration of literacy and math and career-technical standards into the curriculum of all Pathway classes

FROM THE CAREER ACADEMY SUPPORT NETWORK (CASN) PATHWAY PLANNING GUIDE

Lead teacher(s). Usually one or two teachers are identified to be the lead for the Academy (pathway). This gives them the responsibility for organizing meetings of the staff; orienting new teachers; coordinating the roles other teachers will play (beyond their teaching); overseeing curriculum development; helping to manage contacts outside the school; overseeing the budget; helping with student recruitment and scheduling; sitting on the Steering Committee; serving as liaison to the school administration; and being the chief trouble shooter(s). While an Academy (pathway) can't be successful without support from all the positions discussed here, the lead teacher is the single most important actor in the Academy (Pathway) drama.

Other teachers. An Academy (Pathway) requires teachers across several academic subjects (usually English and social studies, often science and occasionally math) and a career field to work together as a team. They need to meet regularly to plan cross curricular projects, discuss problem students, plan special activities, and provide one another with support. Usually each teacher also takes on responsibility for certain activities beyond their teaching. Examples:

- *Student recruitment and selection*
- *Coordination of the speaker/ field trip/ mentor/ internship program*
- *Parent contacts*
- *Student monitoring, rewards*
- *Special activities (e.g., social events, Pathway awards ceremonies, graduation ceremony, Pathway student leadership organizations, summer events)"*

SOUTH GRAND PRAIRIE HIGH SCHOOL JOB DESCRIPTION

(NOTE: In addition to individual Pathway Directors, some schools with multiple pathways have a Pathway Coordinator. This person supports the work of all of the school's Pathways. What follows is an Academy Facilitator job description from South Grand Prairie High School in Grand Prairie, Texas, a wall-to-wall Academies school. (9th grade House, plus multiple 10-12 Career Academies):

JOB TITLE: ACADEMY FACILITATOR

REPORTS TO: Principal and Assistant Superintendent for Curriculum and Instruction

MINIMUM QUALIFICATIONS:

- * Teacher Certificate
- *Minimum three years teaching experience
- *Bachelor's Degree
- *Eligibility for Supervisor Certification
- *Such alternatives to the above qualifications as the administration may find appropriate and acceptable

One should have an understanding of the purposes and needs of all the Pathways; an understanding of budget design and administration, possess communication skills with ability to understand needs of students, teachers, administrators, and community. Organizational and time management skills are essential.

JOB TASKS:

The job of Academy Facilitator encompasses areas of administration, budget, personnel, scheduling, curriculum, staff development, supervision, assessment, and public relations. Other duties may arise and/or be assigned as Pathway program progresses.

Administration

- Serve as coordinator and supervisor of Academy related activities.
- Facilitate all necessary Academy meetings and communications.
- Process and maintain all Academy paperwork, correspondence, and record keeping.
- Serve as liaison between the Academy program and the campus principal, district offices, other districts, and all state and national agencies and organizations in all matters regarding the Academies
- Provide advice and assistance to parents, teachers, and students on Pathway related matters.

Budget

- Work with Principal in developing and administering Academy budget.
- Prioritize requests and needs of Academy. Work with purchasing office to search out best prices, prepare bids, and make decisions on bid quality.
- Process all capital equipment and capital improvement requests related to Academies.
- Work with Research and Development department in actively soliciting grants. Assist in the research and writing of Academies' grants.

Personnel

- Aid in recruiting quality teachers for the Academy program.
- Develop Academy recruiting materials and send to universities and other districts. Work with principal and personnel department in interviewing process.
- Work with Principal and Academy Facilitator in correct placement of teachers within Academies and within teams. Develop application form for campus and district personnel.
- Mediate and counsel when a concern arises to ensure teaching teams are working smoothly and effectively.
- Develop mentor program for Academy teachers and meet regularly to discuss and monitor problems and solutions.

Scheduling

- Coordinate student interest and aptitude testing and dispersal of results to students and parents.
- Develop effective Academy registration and scheduling processes.
- Work with Principal and Dean of Instruction on the master schedule.

Curriculum

- Assist in the development, implementation, and evaluation of Academy curriculum.
- Coordinate all Academy curriculum activities.
- Work with teachers on the enhancement of curriculum and academic standards.

Staff Development

- Plan and implement all areas of Academy staff development and training.
- Work with teachers to obtain sources that will facilitate Academy enrichment activities and lessons.
- Plan, organize, and secure presenters and facilitate staff development in all five Academy areas.
- Coordinate interdisciplinary teams and interdisciplinary curriculum development.
- Work with Keystone and Capstone teachers on developing curriculum guide.
- Work with Academy committees to restructure, reevaluate, update, plan, and implement new ideas in curriculum, staff training, and Academy activities.
- Arrange for workshops throughout the year for Academy teachers.
- Attend, monitor, and evaluate Academy staff development programs.

Supervision

- Visit classrooms to observe teacher performance and student response to Academies
- Develop job descriptions consistent with Academy goals.
- Develop, supervise, and facilitate Pathway co-curricular programs.
- Attend Academy training sessions and student events.

Assessment and Evaluation

- Work with district in setting up external evaluation processes.
- Work with Principal in developing interim and long-term self-evaluation markers and instruments.

- Work with advisory committees in developing assessment and evaluation instruments.
- Work with Dean and counselors to coordinate appropriate student testing.
- Prepare yearly evaluation and revision reports to share with advisory committees, administrative council, and Board of Education.

Public Relations

- Coordinate public relations activities with all five Academies
- Coordinate all parent, community, district, and campus events related to Academy activities.
- Develop and deliver presentations to the Administrative Council, Board of Education, faculty, parent organizations, community, and service clubs.
- Produce an on-going Academy newsletter for the parents and community.
- Plan and facilitate presentations for the middle schools.
- Serve as a contact person for specific Academy communication.
- Mediate all Academy concerns.
- Develop an Academy student/teacher directory.
- Work with Keystone (Freshmen Seminar) and Capstone (Senior Seminar) teachers on community/career liaisons.

Other Duties as Arise

JOB DESCRIPTION for WAKE COUNTY PUBLIC SCHOOL SYSTEM

Title: Career Pathway Coordinator (CAC)

Reports To: High School Principal

Job Goal: The Career Pathway Coordinator (CAC) is responsible for coordinating the activities of the school's career Pathway(s).

Performance Responsibilities:

Career Pathway Advisory Board (CAAB)

1. Participate in establishing an advisory board
2. Serve as the liaison between the Pathway and the Pathway Advisory Board
3. Present program status at each Advisory Board meeting
4. Apprises Advisory Team of Pathway-related issues
5. Disseminates National Pathway Foundation (NAF) reports to all Advisory Board members, if applicable
6. Apprises Advisory Board of publicity regarding the local Pathway and the National Pathway Foundation
7. Facilitates Advisory Board member site visits and meetings with school district officials
8. Meets with Advisory Board Chair and Advisory Board committee chairs to jointly develop meeting agendas
9. Distribute notices and minutes of Advisory Board meetings to Advisory Board members and to NAF, if required
10. Articulates program needs to the Advisory Board
11. Develops and reviews Pathway action plan with Advisory Board before submission to NAF, if required
12. Encourages active participation of Advisory Board members in NAF's Annual Institute for Staff Development
13. Develops meeting agenda in conjunction with Advisory Board Chair

Standards

1. Keep up with the requirements of any national affiliations, such as the Career Pathway Support Network (CASN), National Pathway Foundation (NAF)
2. Keep Pathway in compliance with the requirements of the WCPSS Career Pathway regulations
3. Manage, monitor, and maintain NAF Pathway standards, goals, and objectives
4. Provide periodic data and reports to WCPSS and NAF
5. Submit materials to be publicly disseminated (e.g., press releases, brochures) for review and approval by WCPSS and NAF

Communication and Professional Development

1. Meet regularly with the other CACs in the county at meetings conducted by the School-to-Career Coordinator.
2. Attend National Pathway Foundation director/manager meetings if appropriate

3. Participate in professional organizations, meetings, and conferences at local, state, and national levels as appropriate and feasible for professional growth and development
4. Engage in professional growth and development opportunities to keep abreast of current and emerging careers in a rapidly changing workplace
5. Affiliate with professional organizations
6. Network with business, industry, post-secondary institutions, PTSA, military, public agencies, and civic and community organizations
7. Coordinate visits by NAF staff and guests to view Pathway lessons and meet with students and faculty associated with NAF Pathway
8. Coordinate curriculum integration of academic and CTE studies
9. Work with the CDC to ensure that each Pathway student has a career plan
10. Ensure that students are aware of all career options and postsecondary opportunities within the career focus of the Pathway
11. Work with Pathway teachers to integrate career research projects, communication skills, resume writing, interviewing techniques, and presentation skills into the existing courses

Community Connections

1. Establish partnerships with businesses that support the Pathway's mission and goals
2. Work with the school's Business Alliance
3. Facilitate, along with the CDC, school-to-career transition efforts to include: career shadowing, mentorships, internships, apprenticeships, and employment