

District/School Leader Career Exploration Action Guide - Part 1

Step 1: Establish a Team

Documents/To-Do Items	Guiding Questions & Tips
<ul style="list-style-type: none"> <input type="checkbox"/> Finalize list of team members <input type="checkbox"/> Establish initial planning session <input type="checkbox"/> Create a schedule of team check-ins <input type="checkbox"/> Develop team norms and best practices <input type="checkbox"/> Notify additional stakeholders of the program (ex: grant managers, researchers, district leaders, etc.). This may include creating an outreach plan. 	<p>Who will be involved in program planning? Include:</p> <ul style="list-style-type: none"> • Teachers • Counselors • Educational Leaders • District Members <p>Does the initial planning session provide enough time for collaboration? Will multiple sessions be needed?</p> <p>Be strategic with check-ins. Consider who should attend each check-in and how often the team meets. Ex: school personnel implementing the program in their classrooms may need consistent check-ins while the entire group may meet on a different schedule.</p> <p>Visit or virtually connect with other schools with career exploration programs to observe and ask questions.</p>

Step 2: Set Clear, Measurable Goals

Documents/To-Do Items	Guiding Questions & Tips
<ul style="list-style-type: none"> <input type="checkbox"/> Write a short program overview <input type="checkbox"/> Create year one goals <input type="checkbox"/> Align goals with applicable standards <input type="checkbox"/> Create post-implementation long-term goals <input type="checkbox"/> Review and analyze current data <input type="checkbox"/> Develop an initial program measurement and assessment strategy 	<p>Questions to ask while planning:</p> <ul style="list-style-type: none"> • What are the problems that need to be addressed by this program? • How will they be addressed? • What does success look like during the program's first year, for students, educators, and the school/district? • How will progress be measured? <p>Break down goals by district, school, and classroom:</p> <ul style="list-style-type: none"> • Do all of these goals align with one another? • How can goals be used to increase collaboration among team members? • What are some goals for students? <p>When analyzing data, ask:</p> <ul style="list-style-type: none"> • Where are there gaps in current programming? • What opportunities exist? • What is missing from current data collection methods? <p>Reference Chapter 4 for program measurement and assessment recommendations and resources.</p>

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Step 3: Develop a Program Plan

Documents/To-Do Items	Guiding Questions & Tips
<ul style="list-style-type: none"> <input type="checkbox"/> Develop a specific program plan <input type="checkbox"/> Build in strategies to increase educator buy-in throughout implementation <input type="checkbox"/> Determine a strategy to evaluate supportive programs and products and begin evaluation <input type="checkbox"/> Develop an observation plan and schedule <input type="checkbox"/> Develop a professional development plan and map out sessions throughout the year <input type="checkbox"/> Create the program budget <input type="checkbox"/> Make a list of funding opportunities <input type="checkbox"/> Schedule program events, like project showcases and field trips 	<p>Questions to ask while planning:</p> <ul style="list-style-type: none"> • What kind of program do you want to create? • How will the program be implemented? • Who will be able to access the program? <p>Consider ways to include other educators in the work and how to share best practices as they emerge.</p> <p>Be purposeful about which products and programs to adopt. Taking on too many at once can be overwhelming.</p> <p>Consider starting as a pilot, by beginning in one classroom, grade level, or school in the district.</p> <p>Plan PD purposefully: think about how trainings can build on each other over the next few years, as well as how new staff will be trained.</p>

Step 4: Family and Community Engagement

Documents/To-Do Items	Guiding Questions & Tips
<p>Part a: Family Engagement</p> <ul style="list-style-type: none"> <input type="checkbox"/> Develop a family communication plan <input type="checkbox"/> Plan information sessions <input type="checkbox"/> Build a library of resources for families to learn about and engage with the program <input type="checkbox"/> Include families in program event planning <p>Part b: Community Engagement</p> <ul style="list-style-type: none"> <input type="checkbox"/> Create a list of personal/professional connections within the community <input type="checkbox"/> Create a community outreach plan <input type="checkbox"/> Map how to engage partners in the planning <input type="checkbox"/> Include community in program event plans <input type="checkbox"/> Evaluate tools and platforms that utilize industry connections <input type="checkbox"/> Create a plan for a mentorship program 	<p>Provide translations of all communications and include students in family events. Encourage students to share projects at student-led conferences.</p> <p>Consider creating opportunities for families to learn about career exploration themselves, and to take advantage of the program.</p> <p>Equip families with lists of external opportunities for students to explore their interests.</p> <p>Consider having a point person that will prioritize engaging community partners. They should seek partners from diverse backgrounds and fields. Build projects around communities issues to make real-world connections for students. Ways to engage partners include:</p> <ul style="list-style-type: none"> • Mentorships • Work-based learning opportunities • Project showcases • Contests • Career Days • Professional interviews • Community spotlights