

Teacher 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"/> Set up conversations with district/school leaders to engage them throughout the planning and implementation process <input type="checkbox"/> Make a list of colleagues to collaborate with <input type="checkbox"/> Establish a set planning time for initial implementation, as well as check-in opportunities throughout the year <input type="checkbox"/> Consider ways to expand programming throughout the year. 	<p>Starting with conversations with leadership is crucial for garnering support, and possible funding, for a program.</p> <p>Reach out to different colleagues to see if there is interest, and think about creating a diverse team with varied experiences:</p> <ul style="list-style-type: none"> • Consider collaborating across grade levels or content areas for a more holistic approach. • Use counselors as a resource. Ask what programming has already occurred, what resources are available, and opportunities to collaborate. <p>Does the initial planning session provide enough time for collaboration? Should you plan multiple sessions?</p> <p>Be purposeful with meeting planning. From the start, set team norms and best practices.</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 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? • How can goals be used to increase collaboration among team members? • What are goals for students? <p>When analyzing classroom 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>

Teacher Career Exploration Action Guide - Part 2

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"/> Evaluate programs or products, or determine whether to create your own curriculum <input type="checkbox"/> Create a program budget, and share with district/school leaders to determine a funding strategy <input type="checkbox"/> Seek external funding opportunities <input type="checkbox"/> Develop a professional development plan and map out sessions throughout the year <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>Be purposeful about which products and programs to adopt. Taking on too many at once can be overwhelming.</p> <p>Backwards plan while deciding what activities, such as project showcases, field trips, and student activities, to include to develop a more robust program.</p> <p>Build programming plans for larger groups of students, as well as pull-out groups or one-on-ones.</p> <p>Consider ways to engage district/school leaders and colleagues in events.</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