

## College and Career Pathway Endorsement Coordinator

This is a pilot grant program to support the creation of a new position within the Education for Employment (EFE) Systems to focus exclusively on developing school district capacity to offer the high quality CTE programming necessary for students to earn College and Career Pathway Endorsements. Individuals selected for the grant funded position will work with districts to develop and/or expand access to a range of experiences that will position students to earn College & Career Pathway Endorsements in their concentration. This may include but is not limited to, college & career planning, career exploration activities, team-based challenges, career development experiences and other work-based learning opportunities, and CTE dual credit opportunities. The role and responsibilities will be specific, and the outcomes of the grant will be to:

- Identify and address local access and attainment equity gaps related to the student experiences necessary to earn a College & Career Pathway Endorsement
- Increase the number of districts approved by Illinois State Board of Education (ISBE) to offer College & Career Pathway Endorsements
- Increase the number of CTE students attaining a College & Career Pathway Endorsement on their high school diploma

This will be a formula grant and EFEs are the only eligible entities. The grant award will be at least \$31,000 annually per recipient, and pending continued appropriations, this will be a three-year grant commitment. Additional details regarding final allocations and how to formally apply will be provided by June 1. In recognition of this timeline, please submit your intent to Apply by May 1.

This pilot position is funded at least partially through the Career & Technical Education (CTE) department of the Illinois State Board of Education. The purpose is to provide the EFE System with a coordinator who will focus on connecting students of the System to the College and Career Pathway Endorsements including work-based learning opportunities supported by, advised by, and/or led by industry employers in CTE career cluster areas and Dual Credit access for students and coordinate with community colleges and districts for dual credit opportunities. This professional will actively engage in professional learning to grow knowledge and skills related to implementation of high quality CTE programming including opportunities for students to earn college and career pathways endorsements, which include dual credit and work-based learning

The following should be incorporated into a full job description created by the EFE System:

### Essential Functions:

- **Assist districts in preparing to implement College and Career Pathway Endorsements**
  - Support districts in administering and creating systems to use data from career interest, personality, or skills surveys and inventories completed by students in the EFE system
  - Assist the districts with the development of better systems for career counseling to students and conduct Career plan development and assessment with students
  - Solicit industry professionals to participate in advisory committees, sponsoring team-based challenges, or other work-based learning efforts



- **Serve as liaison between CTE educators and staff, System personnel, school counselors, social service and government agencies, community colleges and universities and employers within the EFE System to coordinate efforts toward increasing work-based learning and dual credit**
  - Coordinate with the Local Workforce area Career Planners
- **Collaborate with educators to identify, incorporate, and embed work-based learning opportunities into both CTE and core coursework**
  - Understand the structure and local/regional context of the Education for Employment (EFE) System, including its districts, its CTE programs, student, and community demographics, leading and emerging industries
  - Understanding of and proven ability/passion to work with diverse populations, including Special Populations as defined by Perkins V
  - Inventory and solicit local employers for work-based learning opportunities including but not limited to career exploration, job shadowing, professional mentoring, internships, and apprenticeships. Keep the information current in the ISBE work-based learning database for the CTE system

**Competencies and recommended qualifications:**

- **Experience:** Two years background working with career advisement, youth services, and/or workforce training
- **Education:** 60 or more credit hours or Associate Degree. May be waived in lieu of two additional years' work experience
- **Ability to communicate effectively** with a variety of people including students, parents, educators, administrators, and industry professionals
- **Ability to carefully track data and program outcomes**
- **Preference may be stipulated for additional credentials or background working in Career & Technical Education career clusters or support roles**

**Training/Professional Learning and support required for Coordinators year 1**

- Talent Pipeline Management – Kim Kuchenboch Local Workforce Area/ DCEO
- College and Career Pathway endorsements – ISBE and NIU
- Postsecondary and Career Expectations (PACE) – Illinois Student Assistance Commission
- Work-based Learning Professional Development – NIU
- Dual Credit Quality Act - ICCB
- Additional Trainings as determined by ISBE