

# Illinois Community College Board – Adult Education

## AEFL Career Navigator Professional Pathway

Movement from one level to the next (i.e. Preferred to Proficient) is contingent on meeting minimum requirements of the previous column. Therefore, all potential responsibilities and tasks accumulate as one navigates the pathway. To begin the pathway, a Career Navigator must meet all following criteria under Preferred Navigator below.

All adult education career navigators are required to have a BS/BA degree in education or related field (excluding CTE-only instructors). All new navigators are required to complete the online Career Navigator Orientation course within 6 months of hire.

REQUIREMENTS	PREFERRED CAREER NAVIGATOR	PROFICIENT CAREER NAVIGATOR	CAREER NAVIGATOR SPECIALIST	MASTER CAREER NAVIGATOR
<b>Skills and Knowledge</b>	<p><u>All</u> of the following criteria must be met:</p> <ul style="list-style-type: none"> <li>▪ English proficiency in oral and written English</li> <li>▪ Technology proficiency</li> <li>▪ Experience in case management, counseling, coaching, or advising skills</li> <li>▪ Completion of professional development relevant to subject area</li> <li>▪ Experience with disadvantaged individuals</li> <li>▪ Strong interpersonal skills</li> <li>▪ Ability to identify realistic goals/expectations with/for students</li> </ul>	<p><u>All</u> of the following criteria must be met:</p> <ul style="list-style-type: none"> <li>▪ Successful completion and application of content specific professional development for Proficient Career Navigators</li> </ul> <p><b><u>Adult Education Experience</u></b> One-year experience as an adult education Career Navigator is <u>required</u>.</p>	<p><u>All</u> of the following criteria must be met:</p> <ul style="list-style-type: none"> <li>• At least two years of experience as an adult education Career Navigator</li> <li>• Present at content-area conferences, workshops, institutes, or other appropriate trainings</li> <li>• Successful completion and application of the following:                             <ul style="list-style-type: none"> <li>○ Career Navigator Specialist professional development tract</li> <li>○ Content specific college degree/certificate preferred</li> <li>○ Recommended</li> </ul> </li> </ul>	<p><u>All</u> of the following criteria must be met:</p> <ul style="list-style-type: none"> <li>• At least three years of experience as an adult education Career Navigator</li> <li>• Data documenting increased student outcomes for transitioning along a career/education pathway</li> <li>• Ability to provide instructional leadership activities through a teaching/mentoring process</li> </ul>

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	<ul style="list-style-type: none"> <li>▪ Proficiency working in one-on-one situations</li> <li>▪ Strong organizational skills</li> <li>▪ Attitude of optimism/able to inspire confidence</li> <li>▪ Strong knowledge of financial aid process or professional development equivalent</li> <li>▪ Strong networking, outreach and team building skills</li> <li>▪ Ability to work under pressure and respond to multiple, competing student needs</li> <li>▪ Knowledge of career planning and employment search processes, tools and resources or professional development equivalent</li> </ul>		<ul style="list-style-type: none"> <li>membership and active involvement in professional association(s)</li> <li>○ Complete PD for effective training/presentation</li> </ul>	

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<b>Potential responsibilities and tasks</b>	<p><b><u>Marketing and Recruitment</u></b></p> <ul style="list-style-type: none"> <li>▪ Develop recruitment and marketing materials for integrated career pathway program</li> <li>▪ Coordinate and implement outreach and recruitment strategy for integrated career pathway program</li> <li>▪ Strengthen connection with adult education and workforce programs on campus and in community</li> <li>▪ Expand network of campus and community service providers</li> </ul> <p><b><u>Coordination and Communication</u></b></p> <ul style="list-style-type: none"> <li>▪ Establish and maintain effective working partnerships with multiple stakeholders</li> <li>▪ Track student attendance, behavior and progress</li> <li>▪ Communicate regularly with key staff at community partner organizations and work collaboratively to develop and strengthen student support network, referrals and recruitment pipeline</li> <li>▪ Develop opportunities for students to gain real-world information and exposure to targeted career pathway</li> <li>▪ Coordinate services with relevant college departments and community agencies</li> <li>▪ Facilitate transition of students to credit courses, connecting them with student services, academic and support programs</li> <li>▪ Attend academic advising trainings, department and division meetings.</li> </ul> <p><b><u>Direct Student Support</u></b></p> <ul style="list-style-type: none"> <li>▪ Establish positive and trusting relationships with students</li> </ul>		<p><b><u>Curriculum Work</u></b></p> <ul style="list-style-type: none"> <li>▪ Assists in curriculum development to ensure inclusion of Transition Services</li> <li>▪ Expand network of campus and community service providers</li> <li>▪ Expand network of employers and business organizations in targeted career pathway industry sector</li> <li>▪ Facilitate learning community opportunities and skill development workshops for students</li> </ul> <p><b><u>Support for Career Navigators</u></b></p> <ul style="list-style-type: none"> <li>▪ Mentors new(er) Career Navigators to analyze the resources and provide</li> </ul>	<p><b><u>Curriculum Work</u></b></p> <ul style="list-style-type: none"> <li>▪ Leads or participates in curriculum development to ensure inclusion of Transition Services</li> </ul> <p><b><u>Supporting Instructors</u></b></p> <ul style="list-style-type: none"> <li>▪ Consults with instructors, as appropriate</li> <li>▪ Helps program select, adapt and customize transition services/resources</li> <li>▪ Supports Career Navigator Specialist(s) with mentoring, observations and/or professional development</li> </ul> <p><b><u>Programmatic Development &amp; Support</u></b></p> <ul style="list-style-type: none"> <li>▪ Support administration in activities to strengthen program Transition Services offerings</li> <li>▪ Assist in program evaluation activities</li> </ul>
<b>Potential responsibilities and tasks</b>				

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	<ul style="list-style-type: none"> <li>▪ Coordinate and/or provide supportive services to support academic persistence and success</li> <li>▪ Counsel students with goal setting, career awareness, and career aspirations</li> <li>▪ Troubleshoot life barriers to support academic success</li> <li>▪ Foster motivational skills within the students in relation to college persistence</li> <li>▪ Facilitate student transitions into college by creating informational and social networks, and escort them through college admission processes, including financial aid and student services, and connect students with campus support programs</li> <li>▪ Follow up with students to support college persistence and retention</li> <li>▪ Provide information on targeted career and educational pathway</li> <li>▪ Assist students with career research and planning</li> <li>▪ Assist with employment search and internship or job placement</li> <li>▪ Monitor student progress and meet with students regarding academic progress</li> <li>▪ Foster student accountability, self-advocacy, self-awareness and effective use of resources</li> <li>▪ Facilitate student success by creating peer networks</li> <li>▪ Provide opportunities for students and their families to attend social and cultural events on campus</li> <li>▪ Assists in counseling and guidance with emphasis on maximum progress of participants and successful transition to the next level with the goal of entering post-</li> </ul>		<ul style="list-style-type: none"> <li>appropriate resources to fit student needs</li> <li>▪ Assists other Career Navigators, as appropriate</li> <li>▪ Participates in peer mentoring or peer coaching activities</li> <li>▪ Provides observation and feedback on provision of transition services to new(er) Career Navigators</li> </ul> <p><b><u>Programmatic Development &amp; Support</u></b></p> <ul style="list-style-type: none"> <li>▪ Participates on Career Navigator/Transition Services specific committees, teams, working groups, study groups, etc.</li> <li>▪ Supports instructional staff through mentoring, observations and/or Transition Services training</li> <li>▪ Present and/or</li> </ul>	<ul style="list-style-type: none"> <li>▪ Contribute to development of professional development plan for instruction</li> <li>▪ Assist in identification and establishment of appropriate professional growth opportunities for staff</li> <li>▪ Serve as mentor to Career Navigators</li> <li>▪ Contribute to the Transitions blog</li> </ul>

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	<p>secondary education or the workplace</p> <p><b><u>Administration</u></b></p> <ul style="list-style-type: none"> <li>▪ Maintain system for tracking students along career and education pathway</li> <li>▪ Participate in exploring and identifying additional funding sources</li> <li>▪ Assemble and update Career Navigator program resources</li> <li>▪ Solicit student feedback and experience with career pathway program</li> <li>▪ Track and report student participation in group and individual sessions with Career Navigator</li> </ul>		<p>coordinate workshops on a variety of topics that supplement and support instructional curriculum</p> <ul style="list-style-type: none"> <li>▪ Serves in advisory capacity to ICCB as requested</li> <li>▪ Collaborate with community and campus partners to maintain and strengthen student support network and training pipeline</li> </ul>	