

AEL Career Navigator Professional Pathway Requirements/Responsibilities/Potential Assignments Checklist

Requirements of Career Navigator Professional Pathway	Responsibilities/Potential Assignments of Career Navigator
<p><u>Proficient Career Navigator:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Career Navigator Orientation <input type="checkbox"/> Career Development 101: <ul style="list-style-type: none"> <input type="checkbox"/> Interviewing Techniques <input type="checkbox"/> Resume Writing <input type="checkbox"/> Goal Setting <input type="checkbox"/> Multiple Intelligences <input type="checkbox"/> Self-Advocacy <input type="checkbox"/> Job Applications <input type="checkbox"/> Transitioning: Beginning with the Future in Mind <input type="checkbox"/> OCTAE Employability Skills Parts 1 & 2 <input type="checkbox"/> Developing Career/Transitions Plans <input type="checkbox"/> Communication <input type="checkbox"/> Partnerships <input type="checkbox"/> Career Navigator Menu of Resources <p><u>Career Navigator Specialist:</u></p>	<p><u>Proficient Career Navigator:</u></p> <ul style="list-style-type: none"> ✓ Develop recruitment and marketing materials for integrated career pathway program ✓ Coordinate and implement outreach and recruitment strategy for integrated career pathway program ✓ Strengthen connection with adult education and workforce programs on campus and in community ✓ Communicate regularly with key staff at community partner organizations and work collaboratively to develop and strengthen student support network, referrals and recruitment pipeline ✓ Develop opportunities for students to gain real-world information and exposure to targeted career pathway ✓ Coordinate services with relevant college departments and community agencies ✓ Facilitate transition of students to credit courses, connecting them with student services, academic and support programs ✓ Counsel students with goal setting, career awareness, and career aspirations ✓ Troubleshoot life barriers to support academic success ✓ Foster motivational skills within the students in relation to college persistence ✓ Maintain system for tracking students along career and education pathway ✓ Participate in exploring and identifying additional funding sources

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Assignments Checklist

- Job Shadowing
- How to Keep Your Job
- Workplace Systems and Culture
- Learning Communities: How to Develop and Facilitate
- Curriculum Development: What You Need to Know
- Serve as mentor to new Navigators as designated by SIPDC
 - Communicate bi-weekly with mentee
 - Report monthly to SIPDC
 - Complete year-end report of mentee's development (template to be created)
- Contribute a minimum of once a month to Transitions Blog by sharing a valuable resource or website to assist others in the field
- Presenting an Effective Training Presentation
- Career Navigator Menu of Resources

Master Career Navigator:

Career Navigator Specialist:

- ✓ Assists in curriculum development to ensure inclusion of Transition Services
- ✓ Expand network of campus and community service providers
- ✓ Expand network of employers and business organizations in targeted career pathway industry sector
- ✓ Facilitate learning community opportunities and skill development workshops for students
- ✓ Mentors new(er) Career Navigators to analyze the resources and provide appropriate resources to fit student needs
- ✓ Assists other Career Navigators, as appropriate
- ✓ Participates in peer mentoring or peer coaching activities
- ✓ Provides observation and feedback on provision of transition services to new(er) Career Navigators
- ✓ Participates on Career Navigator/Transition Services specific committees, teams, working groups, study groups, etc.
- ✓ Supports instructional staff through mentoring, observations and/or Transition Services training
- ✓ Present and/or coordinate workshops on a variety of topics that supplement and support instructional curriculum
- ✓ Serves in advisory capacity to ICCB as requested
- ✓ Collaborate with community and campus partners to maintain and strengthen student support network and training pipeline
- ✓ All responsibilities/assignments from Proficient category

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- How to Develop Professional Development Plans for Instruction
- Contribute a minimum of once a month to Transitions Blog by sharing a valuable resource or website to assist others in the field
- Completion of Special Project (one of the following or other as approved by SIPDC)
 - Assist instructors within their program to implement career awareness, goal setting, career plans, employability skills, etc. to facilitate transitions instruction within classrooms and throughout their program
 - Provide a series of workshops for other staff members on transitions topics approved by SIPDC
 - Conduct research into the transitioning of their individual students or on the employer partnerships to further transitions knowledge within the state
- Career Navigator Menu of Resources
- Present research topic including findings, successes, challenges, and lessons learned both at the IACEA, the Voice of Adult Education state conference and in an online learning workshop sponsored by SIPDC

Master Career Navigator:

- ✓ Leads or participates in curriculum development to ensure inclusion of Transition Services
- ✓ Consults with instructors, as appropriate
- ✓ Helps program select, adapt and customize transition services/ resources
- ✓ Supports Career Navigator Specialist(s) with mentoring, observations and/or professional development
- ✓ Support administration in activities to strengthen program Transition Services offerings
- ✓ Assist in program evaluation activities
- ✓ Contribute to development of professional development plan for instruction
- ✓ Assist in identification and establishment of appropriate professional growth opportunities for staff
- ✓ Serve as mentor to Career Navigators
- ✓ Contribute to the Transitions blog
- ✓ All responsibilities/assignments from Specialist category