

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

| Requirements of Career Navigator Professional Pathway | Responsibilities/Potential Assignments of Career Navigator |
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| <p data-bbox="201 280 575 313"><u>Proficient Career Navigator:</u></p> <ul data-bbox="247 350 1010 1052" style="list-style-type: none"><li data-bbox="247 350 680 383">☐ Career Navigator Orientation<li data-bbox="247 394 953 472">☐ Teaching Interviewing Skills in the Adult Education Classroom<li data-bbox="247 483 541 516">☐ Resume Essentials<li data-bbox="247 527 457 560">☐ Goal Setting<li data-bbox="247 571 583 604">☐ Multiple Intelligences<li data-bbox="247 615 485 647">☐ Self-Advocacy<li data-bbox="247 659 1010 737">☐ Teaching Job Application completion Skills in the Adult Education Classroom<li data-bbox="247 748 905 781">☐ Transitioning: Starting with the Future in Mind<li data-bbox="247 792 926 824">☐ OCTAE Employability Skills Framework Overview<li data-bbox="247 836 898 868">☐ Career/Transitions Plans: Planning for Success<li data-bbox="247 880 751 912">☐ Communication: The Essential Skill<li data-bbox="247 924 968 1002">☐ Creating and Sustaining Partnerships for the Career Navigator<li data-bbox="247 1013 779 1052">☐ Career Navigator Menu of Resources | <p data-bbox="1089 280 1463 313"><u>Proficient Career Navigator:</u></p> <ul data-bbox="1136 350 1940 1352" style="list-style-type: none"><li data-bbox="1136 350 1829 428">✓ Develop recruitment and marketing materials for integrated career pathway program<li data-bbox="1136 423 1885 501">✓ Coordinate and implement outreach and recruitment strategy for integrated career pathway program<li data-bbox="1136 496 1843 574">✓ Strengthen connection with adult education and workforce programs on campus and in community<li data-bbox="1136 570 1940 729">✓ Communicate regularly with key staff at community partner organizations and work collaboratively to develop and strengthen student support network, referrals and recruitment pipeline<li data-bbox="1136 724 1892 802">✓ Develop opportunities for students to gain real-world information and exposure to targeted career pathway<li data-bbox="1136 797 1902 875">✓ Coordinate services with relevant college departments and community agencies<li data-bbox="1136 870 1892 1002">✓ Facilitate transition of students to credit courses, connecting them with student services, academic and support programs<li data-bbox="1136 997 1892 1075">✓ Counsel students with goal setting, career awareness, and career aspirations<li data-bbox="1136 1070 1902 1118">✓ Troubleshoot life barriers to support academic success<li data-bbox="1136 1114 1913 1192">✓ Foster motivational skills within the students in relation to college persistence<li data-bbox="1136 1187 1902 1265">✓ Maintain system for tracking students along career and education pathway<li data-bbox="1136 1260 1940 1352">✓ Participate in exploring and identifying additional funding sources |

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Career Navigator Specialist:

- Job Shadowing & Internships
- 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](#)

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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Master Career Navigator:

- 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