

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> <p><i><u>All courses below are online and can be found on iLearn. Under course categories, click 1. Professional Pathways, 2. Career Navigator Pathway, 3. Proficient Career Navigator</u></i></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>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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Career Navigator Specialist:

All courses below are online and can be found on iLearn. Under course categories, click 1. Professional Pathways, 2. Career Navigator Pathway, 3. Career Navigator Specialist

- 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

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:

All courses below are online and can be found on iLearn. Under course categories, click 1. Professional Pathways, 2. Career Navigator Pathway, 3. 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 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