



## **K12 PATHWAY COORDINATOR SCOPE OF WORK OVERVIEW**

The following objectives were developed based on the intent of the legislation and what is currently in Ed Code.

Ed Code 88833, identifies duties of the K12 Pathway Coordinators to include, but are not limited to, the following:

- (A) Providing technical assistance and support to local educational agencies to implement career technical education courses, programs, and pathways and integrate available local, regional, state, and private resources to ensure that pupils will achieve successful workforce outcomes. As part of this duty, each K-12 Workforce Pathway Coordinator, in consultation with the State Department of Education, shall ensure that K-12 career technical education programs are aligned with the California Career Technical Education Model Curriculum Standards adopted by the State Board of Education pursuant to Section 51226.
- (B) Collaborating on behalf of the local educational agencies within the region with local community colleges, industry partners, local workforce investment boards, and other relevant agencies or organizations to support and align K-12 career technical education programs. As part of this duty, each K-12 Workforce Pathway Coordinator shall stay current with the needs of K-12 career technical education programs and their regional and local labor markets in order to provide guidance, in collaboration with local educational agencies, to the chancellor's office, the Strong Workforce regional consortium, and industry representatives.
- (C) Acting as first point of contact for local educational agencies, industry representatives, and employers with the intent of assisting local educational agencies to respond to industry needs and facilitating industry connection with K-12 career technical education programs.
- (D) Cultivating collaborative communities so that local educational agencies and industry can collaborate and provide peer-to-peer knowledge exchange in areas of common interest to inform the development of high-quality education programs.
- (E) Working in conjunction with the Deputy Sector Navigators and State Department of Education Industry Sector Leads to improve linkages and alignment of career education pathways between middle schools, high schools, public postsecondary institutions, and the workforce.

## KEY OBJECTIVES

(amended/updated from [K12 SWP Pathway Coordinator Timeline and SOW](#))

The six objectives below are for all K12 Pathway Coordinators. The activities each K12 Pathway Coordinator performs to meet the objectives should be based on the needs of the service area. Activities listed are examples and should be tailored to meet the needs of the community college service area.

**Objective 1: On behalf of the designated community college service area, serve as a point of contact between K-12 and community college CTE programs to create, improve, and expand K-14 career pathways that address regional industry needs.**

**Activities such as:**

- Establish and maintain relationships with service area stakeholders in high school and community college CTE programs.
- Create inventory of K12 CTE programs and community college program in service area for the purpose of understanding the landscape of the service area, and:
  - Analyzing gaps in alignment of offerings and working as a liaison to address them.
  - Serving as a point of contact between K-12 and community college CTE programs to create, improve, and expand K-14 career pathways that address regional industry needs.
- Engage with the regional consortia, including regular engagements with the Regional Consortia Chair, K14 TAP, Regional Directors for Employer Engagement, and other Technical Assistance Professionals associated with the work, to ensure consistent reporting and accountability.
- Participate in the region's annual process for developing and revising its regional plan.

**Objective 2: Provide technical assistance throughout a designated service area to ensure the offering of high-quality CTE programs and securing of K-12 strong workforce program, CTEIG, and other state and local funding for LEA's.**

**Activities such as:**

- Support service area K12 SWP grantees in successful implementation of K12 SWP grant initiatives, pathways, and programs, including but not limited to:
  - Assisting with fiscal reporting and budget modifications, as appropriate.
  - Reviewing work plans and supporting the LEAs in accomplishing their grant objectives.
  - Meeting regularly with grantees and potential grantees.
- Connect service area LEAs and colleges with regional resources available.

- Provide templates, timely responses, best practices for LEAs applying for grant funding.
- Assist service area LEAs with aligning K12 SWP grants with statewide and regional plans, initiatives, etc.
- Support faculty collaboration to ensure sequential CTE courses align with regional post-secondary pathways.

**Objective 3: Facilitate the use of data to identify existing pathways and gaps among service area K12 and community colleges and help make recommendations for furthering pathway development to ensure student success.**

**Activities such as:**

- Work with service area LEAs to increase knowledge and use of labor market data supplied by the Center of Excellence and other data sources.
  - Analyze and share local LMI data to help identify K16 programmatic gaps. For example:
    - Identifying underrepresented student populations
    - Highlighting areas with low industry demand
    - Alignment with local community college programs
- Make data-driven recommendations for enhancing pathway development and alignment with industry demands, for example:
  - Proposing new course offerings or program specializations based on industry needs.
  - Recommending adjustments to existing pathways to better serve student and industry needs.
- Facilitate the use of data to identify existing pathways and gaps among K12 feeder districts and make recommendations for furthering pathway development.
- Assist service area LEAs and community colleges with using available data sources to assess students' transitions from K12 to community college.

**Objective 4: Facilitate the development & implementation of Career Exploration to educate K-12 students about family-sustaining occupations available.**

**Activities such as:**

- Provide resources and guidance to service area LEAs on embedding college and career exploration within CTE curriculum, including:
  - Sharing curriculum resources and lesson plans focused on career exploration.
  - Offering resources on training sessions for educators on career readiness strategies.
- Organize workshops or training sessions for educators on effective strategies for integrating college and career exploration into CTE courses, such as:

- Providing tools and resources for career assessments and planning.
- Demonstrating methods for incorporating guest speakers or industry visits into curriculum.
- Collaborate with community partners to provide students with real-world exposure to various career pathways, for example: campus visits.
- Support implementation of career exploration curriculum.
- Participate in on/off-campus student outreach and recruitment activities related to K-14 career pathways, including pre-enrollment advising, application workshops, college presentations, campus tours, outreach conferences, college fairs, and other support services.

**Objective 5: Support postsecondary transitions and completion of certificate and degree programs to prepare students for occupations that provide a livable wage.**

**Activities such as:**

- Facilitate service area meetings between high school and college administrators to create and expand K14 pathways, with a focus on encouraging and facilitating their intersegmental work and tested strategies such as early college credit.
- Encourage high-quality implementation and expansion of early college credit through:
  - Training, workshops, and meetings with community college and K12 stakeholders.
- Collaborate with stakeholders to address barriers to postsecondary completion for CTE students, such as:
  - Conducting surveys or focus groups to gather student feedback.
  - Advocating for policy changes or additional resources.
- Plan and implement training and professional development on transitions.
- Coordinate with local community college's Office of Outreach to support comprehensive student outreach and recruitment services for feeder K-12 school districts.

**Objective 6: Provide technical assistance to LEAs within the assigned service area to inform the development of Work-Based Learning (WBL) opportunities for K-12 students to gain the knowledge, skills, and network of a given occupation.**

**Activities such as:**

- Provide guidance to educators on integrating work-based learning experiences into CTE curriculum, including, but not limited to:
  - Developing guidelines or standards for work-based learning experiences.
  - Facilitating training sessions for educators on supervising and assessing student internships.

- Support service area LEAs of the evaluation and refinement of work-based learning programs to ensure alignment with industry standards and student learning objectives by providing guidelines on
  - Collecting feedback from students and employers on program effectiveness.
  - How to make adjustments to program structure or curriculum based on evaluation results.