



K14 TECHNICAL ASSISTANCE PROVIDER SCOPE OF WORK OVERVIEW

BASIC FUNCTION

The K14 Technical Assistance Provider (K14 TAP} provides regional leadership in the development, administration, and organization of pathway improvement initiatives and intersegmental partnerships in their region for K12 Strong Workforce Program (K12 SWP} and the overall expansion of career technical education. The K14 TAP develops key relationships between stakeholders, which include leaders and representatives from the region's local education agencies (LEAs), community colleges and community college districts, professional organizations, and local business community. The K14 TAP facilitates engagement and collaboration with CTE programs from K12 and Community Colleges, which may include CTE Deans and Directors, Early College Credit Practitioners, secondary and post-secondary CTE Faculty and Teachers, and College/Career Counselors to support effective and successful K-14 pathway initiatives within the region. The K14 TAP guides its region's K12 Pathway Coordinators, including work plan coordination, provision of resources, technical assistance, and professional development.

According to Ed Code 88833, the duties of the K–14 Technical Assistance Providers include, but are not limited to, all of the following:

(A) Providing leadership, guidance, and technical assistance to create, support, expand, and improve career technical education opportunities for local educational agencies. As part of this duty, each K–14 Technical Assistance Provider, 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) Acting as a liaison between the consortium and the State Department of Education, and serving as a consultant to the K–12 Selection Committee.

(C) Interacting with the K–12 Workforce Pathway Coordinators, the Deputy Sector Navigators, and the State Department of Education Industry Sector Leads to improve linkages and career education pathways between middle schools, high schools, public postsecondary institutions, and the workforce.

(D) Identifying professional development opportunities for the K–12 Workforce Pathway Coordinators and educational entities, including educational leaders and counselors.

(E) Regularly facilitating the convening of grantees to develop a network of educators to share best practices and cultivate state resources that can be used by agencies charged

with providing assistance within the statewide system of support authorized pursuant to Section 52059.5.

OBJECTIVES

In Practice, the K-14 TAP role includes the following:

Objective 1: Provide leadership, guidance, and technical assistance to create, support, expand, and improve career technical education opportunities for local educational agencies

- Serve as a liaison between the regional consortium and K-12 Career Technical Education/Career Education (CTE) stakeholders improving and aligning Career Technical Education pathway programs.
- Lead, plan, facilitate engagement sessions and training on pathway initiatives including, but not limited to, K12 SWP, NOVA, grant writing, fiscal reporting, data reporting.
- Assist LEAs with grant applications, build LEA knowledge base of the regional consortium's plan, and labor market information, in an effort to support alignment of the LEA's career technical education program objectives with regional consortium's plan.
- Identify emerging, promising, and best practices of pathway development and pathway improvement initiatives, and communicate successes of local work within regions and across the state.
- Create shared resources, including templates, toolkits, and guides for K12 Pathway Coordinators to disseminate to partners of pathway improvement initiatives.
- Identify and analyze structural barriers in implementing pathways from the field, and pilot regional and state level solutions.
- Support assessment of policies and procedures that enable (or limit) early college credit, including policies within K-12 career pathways to accept dual enrollment coursework within high school course sequences.
- Support determination of the status of K-12 CTE pathway alignment with community college programs within the region.
- Promote strategies that support students to successfully complete K-12 and continue on to community college, other post-secondary institutions and employment.
- Participate in the development, revisions, and dissemination of the consortium's regional plan.
- Provide policy briefings based on research and evidence of local implementation to inform the CCCCO and CDE, and to assist policymakers.

- Ensure all K12 SWP grantees and K12 Pathway Coordinators are kept informed regarding developments in the Regional Strong Workforce Program.

Objective 2: Support the development, administration, and organization of pathway improvement initiatives and intersegmental partnerships in the K12 Strong Workforce Program (K12 SWP)

- Provide support for application process and on-going support for implementation of K12 SWP.
- Facilitate knowledge of labor market information to inform pathway development.
- Ensure a process is in place for data collection.
- Facilitate the work of the K12 SWP Selection Committee.
- Connect K12 Pathways Coordinators to resources.
- Oversee budget creation and revisions, ensuring compliance with the RFA.
- Monitor progress towards grant goals.
- Assist with technical issues in the NOVA system.

Objective 3: Serving on behalf of the CCCCCO and the Regional Consortium, train, facilitate, and serve as a consultant to the K-12 Selection Committee

- Facilitate the selection committee membership recruitment process - application creation and release, monitoring membership, working with the review committee to select members, ensure compliance with Ed Code.
- Plan and facilitate all training for the selection committee (orientation, K12 SWP and RFA training, NOVA training, calibration, deliberation, etc.)

Objective 4: Provide guidance and structure for the work of the K12 Pathway Coordinators on behalf of the Regional Consortium

- Provide onboarding and training to K12 Pathway Coordinators, including facilitating connections to community college (and other) partners as needed.
- Oversee and/or support the recruitment of K12 Pathway Coordinator hosts.
- Oversee the creation of annual work plans and subsequent reporting of K12 Pathway Coordinators.
- Monitor progress of the K12 Pathway Coordinators.
- Provide technical assistance and training.
- Conduct regular meetings and ensure other means of communication to organize the work of the K12 PCs.

Objective 5: Support the use of data-based evidence to expand career education programs.

- Champion accurate data collection, reporting, use, and communication to enhance K14 pathway transitions and student outcomes.
- Help LEAs understand the importance of accurate collection of information in local data systems.
- Ensure that LEAs submit CALPADS and other standard reports to Cal-PASS Plus
- Support LEAs in reviewing and understanding institution-level information that is visualized in the dashboard.
- Coordinate with the Centers of Excellence to review and disseminate information on the region's current labor market trends and gaps.
- Lead efforts to collect and inventory CTE pathways, programs, courses at the K12 and Community college level for the purpose of gap analysis, needs assessments, pathway connections, and outreach.

Objective 6: Conduct professional development activities for the K12 Pathway Coordinators and other stakeholders in the region as appropriate within the region, in response to the needs of the field.

- Encourage, support, and/or convene K12-community college networks focused on K12 partnerships with community colleges and businesses to support K12 pathway improvement activities.
- Build awareness of pathways and support the scaling of practices in the region.
- Complement work of the Regional Consortia.
- Bring together faculty, counselors, and others to share best practices and resources, and expand collaboration.
- Plan, coordinate and implement regional professional development opportunities for K12 Pathway Coordinators, as well as stakeholders on key K14 topics relevant to the region.
- Facilitate communities of practice on key regional topics.