

# ACADEMIC AND CAREER PLAN (ACP) COORDINATOR JOB DESCRIPTION

The Academic and Career Plan (ACP) Coordinator will:

- create a college-going and career readiness culture;
- leverage relationships with local business and community leaders;
- ensure that all secondary school students have the
  - means
  - opportunity
  - preparation

**to succeed in post-secondary education, ranging from two or four year colleges, apprenticeships, certification programs, military, etc. to be successful in the workplace.**

Qualifications:

1. Master's Degree in School Counseling and Licensure as a Wisconsin Professional School Counselor
2. Expertise and knowledge of Comprehensive School Counseling Programs. Experience working with students in Academic, Career and Social/Emotional domains to build knowledge, skills and habits in post-secondary planning.
3. Possess strong leadership and collaborative skills, problem solving ability and excellent oral and written communication skills.
4. Experience advocating for and motivating ALL students (especially low income and underrepresented youth) to succeed in post-secondary environments.
5. Experience guiding students towards paths that fit their strengths and attributes. Skilled at fostering students' self-exploration of interests, abilities, values and goals.
6. Ability to use and experience with software and various research methods to help students in decision making for college choices and career planning.
7. Working knowledge of curriculum, instruction and assessment. To include systematic initiative integration of academics, fine arts, health/wellness, CTE, world language, co-curricular/extra-curricular, service learning, social/emotional learning standards, etc. into a comprehensive ACP model.
8. Ability to produce, analyze and summarize data.
9. Ability to interpret law/regulation, policy and procedure. Knowledge of Education for Employment/PI-26 and ability to implement requirements K-12.
10. Ability to evaluate instructional programs and practices for continuous improvement and to develop short and long term plans.
11. Working knowledge of college and career readiness and preparation.
12. Training and experience in career development models, research, and best practices.
13. Training and experience in advising students and families on career pathways, youth apprenticeship/apprenticeship programs, dual credit opportunities, high school graduation/college admissions requirements, entrance exams, college options (to include all post-secondary education programs), military options, financial aid, etc.
14. Capacity to develop integrated and differentiated instructional experiences which includes students with individualized plans such as 504, IEP, ELL, PTP, etc.
15. Strong written and oral communication/presentation skills.
16. Ability to establish and maintain effective working relationships with faculty, staff, students, families, and the public.



# ***Education for Employment (PI26) Administrative Rule Publication***

On January 8, 2016 DPI published a memo to school district administrators on Education for Employment (PI26) Administrative Rule Publication.

This memo highlighted changes to the rule that will impact schools by:

- Providing **academic and career planning (ACP)** services to students in grades 6-12 beginning in fall 2017.
- Development of a long-range plan with school district staff and community stakeholders.
- Publishing the plan on the school district's website.
- Reviewing the plan yearly.

The plan shall address

- Local, regional, and state labor market needs.
- Education and training requirements for occupations that will fill labor market needs.
- Process to engage parents regarding ACP services provided and opportunities to participate.
- Description of career and technical education (CTE) programming available, staff professional development for ACP delivery, and how school district will meet education for employment program requirements.
- Strategy to engage business, postsecondary education, and workforce development.

The services shall provide information and opportunities that lead to:

- **Career awareness in elementary.**
- **Career exploration in middle and high school.**
- **Career planning and preparation in high school that includes:**
  - \* career research,
  - \* school supervised work-based learning experiences,
  - \* career decision making,
  - \* application of academic skills, technologies, economics,
  - \* entrepreneurship,
  - \* personal financial literacy,
  - \* CTE opportunities,
  - \* labor market information, and
  - \* employability skills.

Beginning in the 2017-18 school year, the ACP services shall provide

- Individualized support from school district staff to assist students with completing and updating the academic and career plan at least annually.
- If a student is a child with a disability, the students' ACP shall be made available to the student's individual education program (IEP) team. The IEP team may, if appropriate, take the student's ACP into account when developing the pupil's transition services under s. 115.787 (2) (g), Stats.
- Access to a software tool for career exploration, planning and management.
- Access to a formal process for connecting students and staff for development and implementation of academic and career plans.