

Suggested Roles and Responsibilities

Organizing a group of strategic regional partners to plan, coordinate and manage pathways work can be challenging. This document can help regions better understand the suggested roles & responsibilities associated with various key stakeholder and teams involved in creating regional career pathways.

Make a copy of this template and then use it to help you:

- Identify the Regional Career Pathway (RCP) partners you may want to convene.
- Communicate to potential partners the role you are asking them to take on.
- Establish a memorandum of understanding (MOU) with each partner as well as communicate ongoing expectations.

EVERY REGION WILL LOOK A LITTLE DIFFERENT. Make a copy of this document so that you can move tasks from one role area and add it to another on the worksheet tab if it makes sense for your region and the partners you are bringing together. You can also add on or delete tasks. This worksheet is simply a starting point.

The worksheet lists suggested partners. Keep in mind that these are only suggestions. Again, find the right fit for your region!

Value add: Tabs have been added to help regions understand the purpose and suggested members for regional level teams as well as the role and purpose of state level teams.

Building a Team for Regional Career Pathways				
Role Area:	General Description:	Tasks associated with this role:	Suggested regional partners to consider for this role:	Estimated Time Needed *
Grant applicant	In each regional economic development area, the REDO(s), and their partner CESAs, are expected to enter a partnership to accomplish the the goals of the grant. The REDO and CESA partnership is referred to as the “grant applicant” and acts in an executive leadership team capacity.	1. Plan, coordinate and manage the pathways work.	REDO(s), and the CESA fiscal agent along with any other CESAs that serve school districts within the REDO's boundary area.	
		2. Identify, convene, and coordinate a broader career pathway collaborative of regional partners, that includes your grant applicant partners.		
		3. Convene or identify an existing group of regional industry sector employers for the pathway(s) selected to be developed.		
		4. Facilitate a shared agenda, common goals and common measurements among regional partners.		
		5. Measure and communicate progress of grant outcomes.		
Fiscal Agent	Acts on behalf of all grant applicant partners to execute, monitor, and report on financial matters related to the grant.	1. Act a primary point of contact to DPI for all fiscal matters. 2. Work with other grant applicant partners to develop a budget that identifies the entities responsible and deliverables required based on the grant outcomes. 3. Provide DPI with any required documentation and/or reports related to budget expenses. Submit invoices for payment.	Cooperative Education Service Agencies (CESAs) are eligible recipients for the Wisconsin Carl D. Perkins V Reserve Grant for Regional Career Pathway (RCP) Development. Only one CESA in each regional economic development area can submit an RCP grant application.	
				15-20 days *
				5-10 days *

RCP Grant Coordinator	Provides all logistical coordination and communication about RCP grant activities that support the RCP Process.	1. Act as primary point of contact to DPI for all grant outcome matters.	This individual can be a current employee of a grant applicant partner or can be a new hire who will work under the direction of one of the grant applicant partners. If a current employee is identified, the individual must have the capacity to take on the additional workload associated with the grant.	
		2. Coordinate and facilitate communication among all regional partners.		
		3. Coordinate regular and ancillary meetings between regional partners to support the RCP Process.		
		4. Coordinate the high school scan and labor market analysis for Pathway Development.		
		5. Research, collect and input all regional information on Regional Career Pathway Maps.		
		6. Work with regional IHEs to identify the post-secondary programs, articulation agreements and the college credit opportunities that specifically align to each RCP Map.		
		7. Assist in identifying related precollege and/or other career awareness and exploration programs.		
		8. Submit final RCP map draft with all pathway documentation on behalf of regional collaborative partners to DPI for state endorsement.		
		9. Provide DPI with mid-year and final grant outcome reports.		
		10. Communicate regularly with the career pathway collaborative about pathway progress.		
		11. Resubmit updated regional career pathway map to DPI for approval.		
				75-200 days *

K12 Outreach and Support	Provide RCP outreach, communication, onboarding/training, professional development, and technical support to LEAs in the region.	1. Create and maintain a comprehensive directory of the LEAs in the region that are currently offering on or more RCPs. Update annually.	The primary lead should be CESAs. Can be supported by School to Work Consortiums, YA Consortiums, Career Prep Councils etc.	25-50 days *
		2. Conduct scan of high school offerings when needed for RCP selection.		
		3. Promote new RCPs and onboard/train new LEAs using the standard workshop templates and training materials published by DPI.		
		4. Review and approve all district RCP Maps annually for alignment with the regional RCP Map using the rubric provided by DPI.		
		5. Facilitate RCP data collection with employers. Provide technical assistance to employers when needed.		
		6. Provide ongoing communication, general technical assistance and support to LEAs as needed.		
		7. Work with other regional partners to support all RCP Plans.		
		8. Integrate Regional Career Pathway work into other K12 Career Readiness initiatives whenever possible (ACP, Inspire, YA, CTE, Perkins, Dual Enrollment etc.).		

Employer Outreach and Support	Provide RCP outreach, communication, onboarding, capacity building and technical support to employers and other industry partners in the region.	1. Convene and coordinate a group of regional industry sector employers to build each RCP map that has been selected.	The primary lead should be REDOs. Can be supported by County Economic Development Organizations, Workforce Development Boards, Chambers of Commerce, regional industry groups, or others.	20-50 days *
		2. Maintain and update RCP map(s) for your industry on a regular basis.		
		3. Work with other regional partners to support all RCP Plans.		
		4. Facilitate RCP data collection with employers. Provide technical assistance to employers when needed.		
		5. Encourage all employers in the region to provide career-based learning and work-based learning experiences related to RCPs.		
		6. Integrate Regional Career Pathway work into other K12 Career Readiness initiatives whenever possible (ACP, Inspire, YA, CTE, Perkins, Dual Enrollment etc.).		

All career pathway collaborative partners participate in the Pathway Process. This includes, but not limited to:

Select the Regional Career Pathways to be developed from K12 to and through multiple postsecondary options (work, military, registered apprenticeship, 2-year college, technical college, university) to careers
 Support the development of specific Regional Career Pathways by committing institutional resources when appropriate
 Promote the Regional Career Pathways that have been created by communicating key messaging to related networks
 Address inherent challenges and barriers that may hinder the successful implementation of Regional Career Pathways at both the regional and state level
 Evaluate existing Regional Career Pathways on a regular basis to ensure continued relevance by phasing out or revising pathways based on current employer needs.

* Estimate based on one or more of the pilot regions. There are many factors that can affect this estimate. In particular, pilot regions may require less time than new regions.

Regional Level Teams

Organizationally, there are three primary groups that participate at the regional level: Grant Applicant, Regional Career Pathway Collaborative and Regional Industry Sector Employers.

Grant Applicant

CESA and REDO partners that are applying for the RCP grant. This group may function as an executive leadership team for grant work.

Members include:

Regional Economic Development Organization

CESA acting as the fiscal agent for the region

Other CESAs that serve school districts in the region

Regional Career Pathway Grant Coordinator once identified

Purpose:

Plan, coordinate and manage the pathways work.

Identify, convene, and coordinate a broader career pathway collaborative of regional partners, that includes your grant applicant partners.

Convene or identify an existing group of regional industry sector employers for the pathway(s) selected to be developed.

Facilitate a shared agenda, common goals, and common measurements among regional partners.

Measure and communicate progress of grant outcomes.

Regional Career Pathway Collaborative

Broader group of partners supporting career pathways, but not necessarily decision makers for grant work

Suggested members include:

RCP Grant Applicant (see above)

Industry sector employers & associations

K12 school districts

Youth Apprenticeship Coordinators

Workforce development organizations

County and local economic development organizations & chambers of commerce

Higher education institutions (both 2 year & 4 year)

You may also want to include representatives from:

Division of Vocational Rehabilitation (youth and adults with disabilities)

Wisconsin Educational Opportunity Programs (WEOP)

CESA Transition Improvement Grant and County Communities on Transition (CCOT)

Children and Families County Services (For Homeless, Foster youth etc.)

minority business owners, urban leagues, and other community groups to ensure that diverse voices are taken into consideration as part of overall youth talent development

Purpose:

Select the pathway(s) to be created for the region.

Review, edit and approve the draft of the regional career pathway map(s)

Identify and address any challenges and barriers to student success in the pathway. Prioritize barriers to equitable access.

Regularly review identified pathway barriers to ensure the region is making progress.

Revise regional career pathway maps as needed, based on updates to the state pathway outline and input from regional industry sector employers.

Regional Industry Sector Employers

Group of regional employers and industry partners from a specific regional career pathway. There will be a group of regional industry sector employers for each regional career pathway that is developed and implemented in the region.

Suggested members include:

Regional Career Pathway coordinators and/or other RCP grant applicant partners
Employers from the industry - representing all company sizes and subsectors of the industries
Women and minority owned businesses from the industry
Representatives of regional industry associations or employer groups
Regional workforce and economic development partners
Employers from

- Technical College or University Advisory Boards
- K12 Advisory Boards
- YA Employers

Purpose:

Provide region specific input on RCP map(s).
Assist in updating RCP maps every two years.

Support school districts offering the regional career pathway to provide career-based and work-based learning experiences.
Provide input to the State Pathway Team on behalf of the region.