

## Suggested Education Career Partnership Best Practice Activities

For 2009-2010

- Communicate with high school and colleges about free college credit opportunities
- Provides direction and assistance in aligning secondary and postsecondary curriculum
- Provide assistance and leadership in designing programs of study
- Assist with customizing the state's Peach State Pathways Programs of Study for local use
- Organize and facilitate articulation meetings with secondary and postsecondary schools to review articulation agreements and complete all paperwork
- Participate in the planning and facilitating of Career Fairs/Day
- Assist in securing guest speakers for school activities, class presentations, parent nights
- Invite businesses to participate in career fairs
- Meet with Georgia Work Ready Community coordinator and assist in coordinating testing seniors when needed by students throughout the year
- Form working relationship with the local Work Force Development representative
- Assist in coordinating the school level activities for WORK READY Month sponsored by the Governor's Office of Workforce Development
- Attend and assist in partnership/advisory council meetings
- Involve parents, businesses and labor in the design, implementation and evaluation of CTE programs
- Schedule classroom presentations about free college credit opportunities
- Present ECP information/programs to parents, community, businesses
- Collaborate with colleges and secondary schools to determine if new Dual Enrollment requests need to be made
- Assist students with college admission problems
- Organize advisory/partnership membership
- Assist in conference attendance for teachers, administrators, counselors
- Organize and/or assist with college tours for high school students
- Serve as a liaison with educational, industrial, and to encourage more cooperation and partnership involvement
- Serve on local school system program reviews
- Attend ECP grant trainings
- Attend economic leadership training
- Communicate with superintendents, principals and counselors about the importance of ECP in assisting students in making postsecondary transitions
- Participate in meetings with secondary and postsecondary instructors to discuss class and pathway alignment

- Develop and share power point presentations about postsecondary credit options, pathways, advantages of continuing education and graduating from high school
- Conduct or schedule career pathway trainings for counselors and graduation coaches
- Provide dual/free credit articulation opportunities orientation for students
- Provide dual/free credit articulation opportunities orientation for instructors
- Connect with middle schools to discuss the importance of career pathways and completing programs of study
- Communicates regularly with partnership on progress toward defined goals and/or required results, providing specific feedback and initiating corrective action when results are not met
- Meet with postsecondary representatives to discuss possible new programs to align for dual/free college credit
- Attend area graduation coaches meetings
- Conduct Senior Days at high schools
- Complete ECP grant requirements
- Attend the National Career Pathway Network conference
- Attend the GACTE Conference
- Assist students with HOPE financial aid issues
- Present at Chamber of Commerce and other community based organization meetings
- Organize a student/industry day forum for at-risk 8<sup>th</sup> and 9<sup>th</sup> graders that include businesses and nontraditional speakers
- Attend state Education Career Partnership meetings
- Work with Department of Labor to gather, analyze and distribute regional labor market information
- Monitor ECP budget spending
- Communicate with advisory/partnerships throughout the year on a regular basis
- Conduct need assessments and evaluations of the program
- Create and administer surveys when needed
- Post ECP information on your high school's website
- Tracks all data that is to be reported at the end of the year
- Gather and evaluate data that focuses on program improvement, assessments, outcomes, teaching and learning and seamless transitioning from secondary to postsecondary environments
- Promote equitable participation for special needs students
- Promote higher enrollments in non-traditional programs
- Provide materials, assist and encourage curriculum integration of academic and CTAE curriculum