

Career Navigator Professional Pathway



Assignment Checklist for Career Navigator:

*All courses below are online and can be found on iLearn.
Under course categories, click 1. Professional Pathways, 2.
CareerNavigator Pathway, 3. Proficient Career Navigator

- New Career Navigator Orientation
- Career Development 201
- Transitioning: Starting with the Future in Mind
- Career/Transitions Plans: Planning for Success!
- Communication: The Essential Skill
- Career Advising/Counseling
- Check out the Menu of Resources for Career Navigator

Direct link to the Menu of Resources:

<https://www.icapsillinois.com/career-navigators/>

****Please make sure to be in touch with us at sipdtrainer@gmail.com.
We are happy to answer any questions. We keep track of your
progress for Pathways trainings too, so let us know how you are
doing.**

What are the responsibilities of a Proficient Career Navigator?

- √ Develops recruitment and marketing materials for integrated career pathway program
- √ Coordinates and implement outreach and recruitment strategy for integrated career pathway program
- √ Strengthens connection with adult education and workforce programs on campus and in community
- √ Communicates regularly with key staff at community partner organizations and work collaboratively to develop and strengthen student support network, referrals and recruitment world information and exposure to targeted career pathway
- √ Coordinates services with relevant college departments and community agencies
- √ Facilitates transition of students to credit courses, connecting them with student services, academic and support programs
- √ Counsels students with goal setting, career awareness, and career aspirations
- √ Troubleshoots life barriers to support academic success
- √ Fosters motivational skills within the students in relation to college persistence
- √ Maintains system for tracking students along career and education pathway
- √ Participates in exploring and identifying additional funding sources





Assignment Checklist for

Career Navigator Specialist:

*All courses below are online and can be found on iLearn.
Under course categories, click 1. Professional Pathways, 2. CareerNavigator Pathway, 3. Career Navigator Specialist

- Job Shadowing & Internships
- How to Keep Your Job
- Developing and Facilitating Learning Communities for Students
- Curriculum Development: What you Need to Know as a Career Navigator
- Presenting an Effective Training Presentation
- Workplace Systems and Culture
- Serve as mentor to new Navigators as designated by SIPDC
- Communicate bi-weekly with mentee Report monthly to SIPDC
- Complete year-end report of mentee's development
- Contribute a minimum of once a month to Transitions Blog by sharing a valuable resource or website to assist others in the field
- Check out the Menu of Resources for Career Navigator
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What are the responsibilities of a Career Navigator Specialist?

- √ Assists in curriculum development to ensure inclusion of Transition Services
- √ Expands network of campus and community service providers
Expands network of employers and business organizations in targeted career pathway industry sector
- √ Facilitates learning community opportunities and skill development workshops for students
- √ Mentors new(er) Career Navigators to analyze the resources and provide appropriate resources to fit student needs
- √ Assists other Career Navigators, as appropriate Participates in peer mentoring or peer coaching activities
- √ Provides observation and feedback on provision of transition services to new(er) Career Navigators
- √ Participates on Career Navigator/Transition Services specific committees, teams, working groups, study groups, etc.
- √ Supports instructional staff through mentoring, observations and/or Transition Services training
- √ Present and/or coordinate workshops on a variety of topics that supplement and support instructional curriculum
- √ Serves in advisory capacity to ICCB as requested
- √ Collaborate with community and campus partners to maintain and strengthen student support network and training pipeline
- √ All responsibilities/assignments from Proficient category





Assignment Checklist for Master Career Navigator:

- Contribute a minimum of once a month to Transitions Blog by sharing a valuable resource or website to assist others in the field
- Completion of Special Project (one of the following or other as approved by SIPDC)
- Assist instructors within their program to implement career awareness, goal setting, career plans, employability skills, etc. to facilitate transitions instruction within classrooms and throughout their program
- Provide a series of workshops for other staff members on transitions topics approved by SIPDC
- Conduct research into the transitioning of their individual students or on the employer partnerships to further transitions knowledge within the state
- Check out the Menu of Resources for Career Navigator
Direct link to the Menu of Resources:
<https://www.icapsillinois.com/career-navigators/>
- Present research topic including findings, successes, challenges, and lessons learned both at a state conference such as the Forum for Excellence, Transitions Academy Fall Convening, WIOA Summit or IACEA and in an online learning workshop sponsored by SIPDC.

What are the responsibilities of a Master Career Navigator?

- √ Leads or participates in curriculum development to ensure inclusion of Transition Services
- √ Consults with instructors, as appropriate
- √ Helps program select, adapt and customize transition services/resources
- √ Supports Career Navigator Specialist(s) with mentoring, observations and/or professional development
- √ Supports administration in activities to strengthen program Transition Services offerings
- √ Assists in program evaluation activities
- √ Contributes to development of professional development plan for instruction
- √ Assists in identification and establishment of appropriate professional growth opportunities for staff
- √ Serves as mentor to Career Navigators Contributes to the Transitions blog
- √ All responsibilities/assignments from Specialist category

