**Career Navigator Professional Pathway**

**Proficient Career Navigator**

This Pathway in designed for practitioners who are working with students outside of the classroom to help them explore their career(s) and related transitions to further coursework, training, and/or employment. **Please make sure to stay in touch with SIPDC @sipdctrainer@gmail.com as we keep track of your progress along the pathway(s). Also, if you find another course or activity that you would like to substitute for one of the requirements, we would like to discuss this as this journey should help your practice in the very best way possible.**

Assignment Checklist for Proficient Career Navigator

iLearn Coursework:

* New Career Navigator Orientation (4 PD hrs.)

1 PD hr. each:

* Career Development 201 Overview
* Career Ready Practices
* Career/Transitions Plans: Planning for Success

Additional Requirements:

* Check out the [Menu of Resources for Career Navigators](https://www.icapsillinois.com/career-navigators/)
* Go to the [Fourm for Excellence webpage.](https://icsps.illinoisstate.edu/events/forum-for-excellence-event) Find one presentation from a Forum for Excellence Conference that would be a help from you and watch it.
  + Follow up with an email to SIPDC @sipdctrainer@gmail.com. Please include the title of the presentation and a reflection on how you will apply at least on piece of information to your practice. (2 hrs. of PD)

What are the responsibilities of a Proficient Career Navigator?

* Develops recruitment and marketing materials and strategies for career programs
* Strengthens connections with adult education and workforce programs on camps and in the community
* Communicates regularly with key staff at community partner organizations and work collaboratively to develop and strengthen student support network, referrals, and recruitment
* Coordinates services with relevant college departments and community agencies
* Facilitates transitions 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 with students

**Career Navigator Professional Pathway**

**Career Navigator Specialist**

This credential is earned by completing a combination of iLearn coursework, applying concepts from presentations, attending pertinent meetings, and presenting research findings. **Please make sure to stay in touch with SIPDC @sipdctrainer@gmail.com as we keep track of your progress along the pathway(s). Also, if you find another course or activity that you would like to substitute for one of the requirements, we would like to discuss this as this journey should help your practice in the very best way possible.**

Assignment Checklist for Career Navigator Specialist

iLearn Coursework (1 hr. of PD):

* Career Advising/Counseling
* Communication: The Essential Skill
* Curriculum Development: What you Need to Know as a Career Navigator
* Creating and Sustaining Partnerships with the Career Navigator
* Workplace Systems and Culture
* Job Shadowing & Internships

Additional Resources:

* Attend a Transitions Coordinator Chat
  + Follow up with an email with the title and reflection on how you can apply at least one piece of information from the presentation to your practice. (2 hrs. of PD)
* Present a bridge-related research topic including findings, successes, challenges, and lessons learned at a state conference such at the Forum for Excellence, Transitions Academy Fall Convening, WIOA Summit or IACEA. (2 hrs. of PD)

Responsibilities of a Career Navigator Specialist

* Assists in curriculum development to ensure inclusion of Transitions Services
* Expands network of employers, business organizations, and community service providers for AE students
* Collaborates with community and campus partners to maintain and strengthen students support network and training pipeline
* Mentors new Career Navigators and provides observation, feedback, and resources to fit students’ needs
* Participates on Career Navigator/Transitions Services specific committees, teams, working groups, study groups, etc.
* Supports instructional staff through resources, class visits, etc.
* All responsibilities/assignments from the proficient category

**Career Navigator Professional Pathway**

**Master Career Navigator**

This credential is earned by completing a special project and presenting it to the field. **Please make sure to arrange your special project and stay in touch with SIPDC @sipdctrainer@gmail.com as we keep track of your progress along the pathway(s). Also, if you find another course or activity that you would like to substitute for one of the requirements, we would like to discuss this as this journey should help your practice in the very best way possible.**

Assignment Checklist for a Master Career Navigator

Completion of a Special Project (one of the following or a project of your choice as approved by SIPDC):

* Provide a series of workshops for other staff members on a career and transitions related topic as discussed with SIPDC
* Conduct research into the transitioning of individual students to further transitions knowledge within the state
* Conduct research into employer partnerships to further transitions knowledge of adult education in Illinois
* Design and help implement programming to help implement career awareness, goal setting, career plans, employability skills in the AE classroom(s) within the adult education classrooms

Additional requirements:

* Present your project and findings at a state conference such at the Forum for Excellence, Transitions Academy Fall Convening, WIOA Summit or IACEA. (2 hrs. of PD)

Responsibilities of a Master Career Navigator

* Leads or participates in curriculum development to ensure inclusion of Transitions Services
* Consults with instructors as appropriate
* Helps program select, adapt, and customize transitions services/resources
* Supports other Career Navigators with mentoring, observations and professional development
* Supports administration in activities to strengthen program Transitions Services offerings
* All responsibilities/assignments from proficient and specialist categories