## CCPT RFP - Essential Responsibilities of Partners

**Secondary Partner Responsibilities:**

* Commit to fully implement a career pathway program(s);
* Form a strong collaboration, documented in a formal agreement, with postsecondary educational agencies, local workforce boards, business entities, and any other community partners, or human service agencies. Develop a method or intermediary to link employers and educational institutions with work opportunities for students;
* Develop a formal decision-making structure including identifying key leaders from each sector;
* Recruit a student cohort broadly representative of the overall school population, including all student subgroups, for enrollment in the career pathway;
* Identify potential school leaders who have demonstrated the ability to drive student outcomes; can provide the leadership skills essential for program success; and can integrate high school, college, and work-based learning experiences, and can represent the needs of all student subgroups;
* Provide dedicated staff to work on the career pathway program who have the authority to coordinate with postsecondary education on the LEA’s behalf;
* Work with higher education, workforce development entities, and industry partners to develop seamless transitions for students into postsecondary education, employment, and or training;
* Establish opportunities for all pathway students to:
  + Accelerate into community college courses while still in high school.
  + Participate in appropriately sequenced work-place experiences to make informed choices among postsecondary options.
  + Develop personal career readiness skills such as time management, collaboration, problem-solving, leadership, study skills, communication, and analytical skills, which are required for success in the workplace.
* Provide relevant and ongoing professional development for administrators, and all participating teachers/instructors, including support and frequent opportunities for reflection and collaboration during the school year; and
* Maximize available funding streams (in addition to the grant funding, to support the needs of participating students within the career pathway.

**Postsecondary Partner Responsibilities:**

* Form a strong collaboration, documented in a formal agreement, with secondary educational agencies, local workforce boards, business entities, and any other community partners, or human service agencies. Develop a method or intermediary to link employers and educational institutions with work opportunities for students;
* Identify appropriate credit-bearing college courses and dual enrollment courses in a career pathway to prepare students to enter postsecondary without need for remediation;
* Collaborate with the secondary partner(s) to determine which courses will be taught by college faculty, by high school teachers with adjunct status, or by a combination of the two (ensuring the appropriate college-level rigor of courses taught by adjunct faculty) leveraging dual enrollment, credit recognition on e-transcript, and credit-by-exam policies in support thereof;
* Collaborate with high school faculty to ensure that course content will prepare students for college level work;
* Negotiate agreements with participating secondary agencies to support dual enrollment and early admission to aligned pathway programs;
* Collaborate with business partners to align college coursework with relevant technical skills and workplace competencies, as defined by industry;
* Maintain student advisory resources and credit transfer policies that protect the pathway to degree completion for participating students;
* Commit to maximize available funding streams (in addition to grant funding), to support the needs of all participating students;
* Provide dedicated staff to work on the career pathway program(s) who have the authority to coordinate with the LEA on the college/university partner’s behalf; and
* Leverage, connect, and build upon existing investments in education and workforce development (e.g., local workforce investment board programs).