

A Sampling of Possible Areas of Pathway Team Responsibilities

MENTOR PROGRAM COORDINATOR

- Recruit mentors and mentor coordinators
- In-service mentors on expectations, support, etc.
- Assure all legal requirements (fingerprinting, etc. as appropriate) are met
- In-service students.
- Work as liaison between the program and mentor coordinators. Contact monthly.
- Contact each mentor once per quarter/semester
- Create data base of students to include all pertinent placement information and disseminate to appropriate personnel
- Counsel unhappy students/mentors and take necessary steps to resolve conflicts.
- Monitor permission and attendance for mentor visitations
- Establish regular on-site mentor activities.
- Establish, promote, and maintain partnerships with the business/postsecondary community.

RECRUITMENT COORDINATOR

- Work with administration to establish timelines
- Present program to all 9th grade students (or other grades as appropriate)
- Compose and send informational letter to parents of all 9th grade students (or other grades as appropriate)
- Field calls
- When possible, recruit and in-service existing Pathway students to assist in the recruitment process
- Coordinate meetings w/interested 9th graders (or other grades as appropriate)
- Coordinate meeting with interested parents
- Collect and compile applications and pertinent data from applicants
- Determine list of students interested in entering the Pathway
- Coordinate interviews with interested students
- Make initial determination of Pathway students (Coordinate with other Pathways to do so) (Coordinate lottery if appropriate)
- Inform students and parents of final decisions
 - Tentative acceptance
 - Waiting list
 - Other?? (If a student is not accepted/why?)
- Coordinate meeting with parents/supporting adults of all students tentatively scheduled into Pathway.
- Compose, collect, and compile initial Pathway commitment contracts.

SERVICE LEARNING/COMMUNITY SERVICE COORDINATOR

- Develop working relationship with volunteer center/appropriate community based organizations (CBOs)
- Work as a liaison between Pathway and volunteer center/CBOs
- Establish placements for students not placed by volunteer center/ CBOs

- Compile data base and provide list of students, placement, supervisors, phone numbers, and locations to all necessary stakeholders
- Compile and maintain a data base of appropriate service learning/ community service opportunities for students
- Collect and file appropriate permission slips for all students involved in Pathway Service Learning placements and/or experiences
- Contact each placement no less than once a month by phone or email
- Visit each placement once each quarter or more often
- Counsel with both students and supervisors. If either the student or supervisor is unhappy with the placement, take necessary steps to resolve the problem.
- Coordinate and oversee volunteer interviews.
- Monitor service learning/community service participation.
- Coordinate assessment of student volunteers (and, as appropriate, of placement sites)

PUBLIC RELATIONS COORDINATOR

- Write articles for school newspaper, local newspaper, staff newsletter, and school's parent newsletter
- Develop and maintain an Pathway website which is linked to the school website
- Establish and coordinate in-service for Pathway parents (i.e., graduation requirements, Pathway goals and expectations, effective parenting workshops, how to support college aspirations, etc.)
- Coordinate establishment of an Pathway parent support group
- Coordinate establishment of an Pathway parent volunteer program
- Work to promote business involvement in the Pathway (i.e., articles for local businesses in-house publications, speaker's bureau, panels for student exhibitions, etc.)
- Establish an Pathway newsletter for students, parents, administration, other school staff, Pathway partners, and other stakeholders

STUDENT ADVISEMENT/STUDENT SUPPORT COORDINATOR

- Monitor student progress: Grades, attendance, and other Pathway objectives
- Inform Pathway staff of student progress on a regular, on-going basis.
- Develop/implement agreed-upon Pathway interventions, scaffolding and support for student success
- Counsel/contract with students who are not yet achieving success
- Notify parents of student progress/growth/achievement
- Engage parents/supporting adults in supporting student success (home-school partnership)
- Develop/monitor an Pathway tutoring team, student academic mentors, and other supports for Pathway student success.

PATHWAY CURRICULUM COACH AND PROFESSIONAL DEVELOPMENT COORDINATOR

- Facilitate work to integrate Pathway curriculum around your Pathway theme and to flavor Pathway classes with your theme.
- Facilitate development of integrated project based curriculum with common performance-based assessments.
- Facilitate integration of Common Core literacy and math and career-technical standards into the curriculum of all Pathway classes.