Checklist: Collaboration Guide for Small Districts

Use the following action items to deepen and embed CCR efforts across the school community while utilizing the unique skills and talents of colleagues and community members. Empowering educators to take ownership of various aspects of the CCR process creates a shared commitment to student success.

Collaborating with All Teachers

- ☑ Select a week during the school year to ask all teachers to highlight careers in their fields. Teachers might include introductions to professionals within the discipline or share videos of relevant work in action.

- ☑ Work with core content teachers to schedule test preparation sessions.

- ☑ Encourage study hall supervisors or homeroom advisors to support students in exploring colleges and careers, utilizing the school or district's CCR platform, if applicable. Create a schedule to structure regular, consistent engagement with a list of tasks or questions for students to follow.

- ☑ Plan a week where teachers and other members of the school community wear college shirts and talk about their own college experiences.

Collaborating with Club and Activity Sponsors

- ☑ Invite club sponsors to work with student officers to share about their organization, identify interested students, and encourage greater participation. Getting students interested in clubs and activities such as robotics, drama, or debate can spark future career interests and goals.

- ☑ Create mechanisms for educators to collaborate and intervene early if students are struggling to keep up with coursework or are otherwise off track to graduate, rather than relying on a counselor to monitor all students' progress.

- ☑ Encourage club and activity sponsors to let students organize and lead experiences or events in an effort for them to practice important CCR skills such as planning, problem-solving, and effectively leading a group.

Collaborating with Organizations

- ☑ Ask the local Chamber of Commerce to help organize and promote a career fair for students.

Collaborating with Math Teachers

- ☑ Work with math teachers to plan financial aid overview sessions with students and families. Ask for support from school or district family liaisons and translators.

- ☑ Ask math teachers to teach students about living wage calculations and how to utilize that information to make decisions about their future.

Collaborating with English Teachers

- ☑ Partner with English teachers to create opportunities for essay support including highlighting important elements of a successful essay, brainstorming ideas, and editing for readability, grammar, and voice.

Collaborating with Tech-Based Teachers

- ☑ Ask tech-based educators to lead resume creation efforts.

- ☑ Ask tech-based educators to spotlight industry certifications available to students and how they apply to careers.

- ☑ Encourage tech-based educators to offer instruction and time for students to explore and apply to relevant scholarships.

Collaborating with Administrators

- ☑ Work with administrators to align school-wide goals to CCR metrics of success and to engage all members of the school community in work related to these efforts.

- ☑ Engage school administrators in finding work-based learning opportunities for students as they engage with community members.

- ☑ Create mechanisms for educators to collaborate and intervene early if students are struggling to keep up with coursework or are otherwise off track to graduate, rather than relying on a counselor to monitor all students' progress.

- ☑ Work with administrators to schedule and staff mock interviews.

Collaborating with Librarians

- ☑ Ask librarians to curate a collection of resources and books that are relevant for college and career exploration and discovery.

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