



Community Implementation Planning Roles & Responsibilities

Business

State Director

- Serve as Liaison, Coordinator, and Facilitator between State Chief Officer, State Education Department, State Business Coalitions, local Business Coalitions, Higher Education, Community, local School District, and Center for State Scholars.
- Coordinate and facilitate Implementation Activities throughout the State.
- Obtain school system approval. Identify pilot sites (2 minimum).
- Create community Implementation Teams to sustain the Initiative at the community level.
- Review and distribute Implementation Manual to Business and School District Coordinator(s).
- Review and distribute Decision Alternatives document to Business(s) and School District Coordinator(s).
- Engage local business organization(s) to coordinate implementation activities at the community level.
- Coordinate selection of the community steering committee (business/education co-chairs).
- Coordinate and facilitate community implementation planning meetings and kickoff.
- Provide information packets to Business(s) and School District Coordinator(s).
- Evaluate program, including input from teachers, students, and speakers.

Business Lead Partner(s)/Coordinator(s)

- Designate local Business Contact/Coordinator(s).
- Work closely with State Director, School Superintendent, and School District Coordinator(s) to develop implementation timeline and ensure program runs smoothly.
- Engage business influencers, employers, civic and philanthropic organizations.
- Recruit business persons to serve on local Scholar committees (motivators & incentives).
- Provide location, technical assistance, and assist with planning community implementation planning meetings, community kickoff, and presenter training.
- Recruit and train Business Presenters for student presentations.
- Communicate with Presenters regarding training logistics and presentation dates.
- Provide Presenters a Scholars Presenter Training Packet (sample packet attached).
- Provide School Coordinators a School District Campus Planning Packet (sample packet attached).
- Provide Principals, Counselors, and Teachers Information Packets (sample packet attached).
- Work with local School District Coordinator(s) to fill classroom presentation schedule. Schedule included in School District Campus Planning Packet (attached).
- Develop process for supplying substitute presenters when necessary.
- Collect and keep documentation on all speakers and implementation planning activities.

Business Presenter

- Attend an Implementation Community Planning Meeting and/or Community Kickoff.
- Attend training session and sign up to make presentations.
- Review Scholars Presenter Training packet; personalize, plan, and practice presentation.
- Make 3-4 energetic, interactive presentations.
- Complete Presenter feedback form and return to the local Business Coordinator.
- Contact local Business Contact/Coordinator(s) as soon as possible if emergency cancellation arises.



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Education

<p><u>Superintendent</u></p> <ul style="list-style-type: none"> ▪ Approve Program. ▪ Provide leadership and demonstrate firm commitment to Scholars Initiative. ▪ Secure Board support (State Director and/or CSS Staff available to present to Board). ▪ Actively engage key personnel (send letters/email informing of school participation). <ul style="list-style-type: none"> ○ High School Principal(s) ○ Middle School Principal(s) ○ Counselor(s) ○ School Program Directors and Public Relations ▪ Designate strong contact person (School District Coordinator(s)) to oversee school district involvement. ▪ Participate in Community Planning Meetings and Community Kickoff. ▪ Make available and collect data that help evaluate the program.
<p><u>School District Coordinator(s)</u></p> <ul style="list-style-type: none"> ▪ Work closely with State Director, Superintendent, and local Business Coordinator(s) to develop implementation timeline and ensure program runs smoothly. ▪ Engage key lead staff (high school and middle school Principals, Teachers, Counselors, Public Relations, and Program Directors). ▪ Identify high school and middle school campus Coordinator(s). Principal designates. ▪ Recruit Administrators, Teachers, School Board Members, PTA, Parents, and Students to serve on local [State] Scholar committees (motivators & incentives). ▪ Assist with planning the community implementation planning meetings and community kickoff. ▪ Provide school campus Coordinator(s) the District Campus Packet (sample packet attached). ▪ Provide Principals, Counselors, and Teachers the Information Packet (sample packet attached). ▪ Provide Classroom Presentation Schedule to all school campus Coordinators (schedule included in the Scholars School District Campus Packet). <ul style="list-style-type: none"> ○ Campus Coordinators complete school related information and return schedules to the local Business Coordinator prior to the presenters' presentation training.
<p><u>School Campus Coordinator(s)</u></p> <ul style="list-style-type: none"> ▪ Work closely with the School District Coordinator(s). ▪ Attend a Community Implementation Planning Meeting and/or Community Kickoff. ▪ Review School District Campus Packet. Complete school related information and return to School District Coordinator(s) who will return to the local Business Coordinator(s). ▪ Handle on-site logistics on day of the presentation. ▪ Select 25 students to participate in the pilot district student modeling presentation. ▪ Collect student/teacher feedback forms and return to the School District Coordinator(s).
<p><u>School Principal(s)</u></p> <ul style="list-style-type: none"> ▪ Work closely with the Superintendent, School District Coordinator and School Campus Coordinator to assist with development of campus activities, motivators, incentives, and Senior recognition. ▪ Review Principal packet and determine appropriate pre- or post-presentation activities. ▪ Review School District Campus Packet. ▪ Attend a [State] Scholars orientation. ▪ Designate School Campus Coordinator(s) to coordinate and facilitate campus activities.

- Inform students, parents, and the community about the [State] Scholars program and defined course of study.
- Promote the [State] Scholars program.
- Make available and collect data that help evaluate the program.

School Counselor(s)

- Work closely with the School District Coordinator and School Campus Coordinator to assist with development of campus activities, motivators, incentives, and Senior recognition.
- Review Counselor packet and determine appropriate pre- or post-presentation activities.
- Review School District Campus Packet.
- Attend a [State] Scholars orientation.
- Counsel and advise students and their families about the [State] Scholars program and Scholars Course of Study.
- Keep [State] Scholars brochures and related information in office, counseling centers and distribute when appropriate.
- Identify students who are already on the [State] Scholars Course of Study.
- Develop system to document students on the [State] Scholars Course of Study.
- Make available and collect data that help evaluate the program.

Classroom Teacher(s)

- Review Teacher Packet and determine appropriate pre- or post-presentation activities.
- Introduce Presenter (sample script included in Teacher Packet).
- Remain in class for the entire presentation to maintain classroom control.
- When the presentation is over, pass out and collect Student Evaluation Forms.
- Offer student commitment card/creed to students.
- Complete Teacher Evaluation Form.
- Return Evaluation Forms to School Campus Coordinator.