California Community Colleges

MEMORANDUM

December 20, 2019   19-030 Via Email

TO: Regional Consortium Chairs

FROM: Sheneui Weber, Vice Chancellor
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        California Community Colleges Chancellor's Office

CC: Sandra Sanchez, Assistant Vice Chancellor, Workforce and Economic Development
       Division
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       Michelle McIntosh, Education Administrator
       California Department of Education

       Workforce and Economic Development Division Staff
       California Community Colleges Chancellor's Office

RE: Guidance on the selection of K12 Pathway Coordinators

Guidance on the Selection of Host LEA for K12 Pathway Coordinators

This memo provides guidance to the regional consortium chairs for the selection of the Host Local Education Agency (LEA) for K12 Pathway Coordinators (K12 PCs). A memo was previously released that provided guidance for the K14 Technical Assistance Provider position.

Flow of Funding, Applications and Hiring

The California Community Colleges Chancellor's Office will use a single fiscal agent to administer the $12 million in K12 SWP funding for the 2019-2020 year. This fiscal agent will help process funding to the K12 Pathways Coordinator Host LEA and execute the contract.

It is the responsibility of each regional consortium to select the Host LEAs for the K12 Coordinators assigned to their region. To facilitate this process, an application to Host K12 Pathway Coordinators as well as a rating sheet is provided.

The recruitment and employment process for the K12 Pathway Coordinators will be conducted by the LEA identified as the Host LEA for K12 Pathway Coordinator. The

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Chancellor's Office requests that this process begin immediately. See the list of key dates in the next section for an implementation timeline.

K12 PATHWAY COORDINATOR

For the K12 Pathways Coordinator a two-step process is involved: first, identifying the host and, second, completing the hiring process.

1. To identify the host, each Regional Consortium will solicit interest (via email) from Local Education Agencies (LEAs) within a Community College District (CCD) to determine eligible entities interested in hosting the position. If only one eligible entity responds, then the institution will be awarded the position for its district. If more than one eligible entity expresses interest, then the regional consortia will distribute the Host Application. Each application will be evaluated utilizing the attached Score Sheet. The Host applicant receiving the most points will be selected to serve as the K12 Career Pathways Host.

2. The selected host will manage and administer a competitive hiring process to select the most qualified applicant and set the term(s) of employment for the K12 PCs. The host is required to be the employer of record and is responsible for delivering services according to the job description developed and posted jointly by CDE and CCCCO. The grant amount is capped at $125,000.00 per year including benefits. The salary range for this position is suggested to be $65,000 – $95,000 and is typically a ten (10) month, full time position. The position is expected to start as early as possible, but no later than May 1, 2020 and continue for up to 18 months under the first contract period. The position will be renewable to continue in 12 month increments after the first contract period (pending approval in the state budget).

Rollout and Timeline for 2020-2021 K12 Pathway Coordinators

The proposed timeline for applications, selection, and onboarding training of K12 Pathway Coordinators is as follows:

December 20, 2019	Application for host LEA available online.
December 20, 2019	Job descriptions of K12 PCs available online.
January 31, 2020	Identification of host LEAs

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February 10, 2020	Each Regional Consortium will identify and forward host contact information to the CCCCO who will in turn notify the Fiscal Agent to initiate host fiscal agent contracts.
February 25, 2020	The Fiscal Agent shall execute contracts to the Host LEA.
April 20, 2020	Host LEAs will have identified and hired K12 Pathways Coordinator and forwarded the information to the regional consortium in their region.
Ongoing	CCCCO and CDE will review executed contracts, processes followed, and outcomes of K12 Pathway Coordinators hiring and publish the final list of K12 Pathway Coordinators.
June 22-24, 2020	Onboarding and Training for K12 Pathway Coordinators and K14 TAPs

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APPLICATION TO HOST K12 PATHWAY COORDINATOR

The deadline to complete the application for the K12 Pathway Coordinator in your LEA, is ==DATE HERE==.

NOTE: [==YOUR REGIONAL CONSORTIA HERE==] will rank this application according to how well applicants demonstrate a commitment to serving the community college district and region, the level of grant management experience, nimble/flexible fiscal processes, the ability to manage and support the position, and the ability to fill the positions relatively quickly.

LEA	
Community College **District** served	
Primary Contact	
Title	
Email	
Phone	

Please provide brief answers to the following questions:

1. How will you ensure that the K12 Pathway Coordinator is able to serve your community college district service area **including all middle and high school affiliates?** Include information such as:
   a. How would you determine and support your service area's focus?
   b. Describe prior or existing collaborations with K12 and college partners that would support hosting this position.
   c. If your organization is proposing to serve multiple community college districts and host multiple K12 Pathway Coordinators, provide the rationale for doing so.
   d. Describe CTEIG or K12 SWP partnerships in which your organization has played a role.

2. Describe how your fiscal/grant processes and resources are prepared to support the work of the K12 Pathway Coordinator. Include information such as:

a. What examples do you have of your organization's ability to serve as a fiscal agent for a K12 Pathway Coordinator? Include experience managing other grants.
b. What evidence do you have of your organization's ability to process payments, travel, conference expenses?
c. What office space, technology, and administrative support is available to support
   this position.

3. Once selected, describe how you would manage the K12 Pathway Coordinator.
   a. Who will supervise this position?
   b. What is the plan to monitor and evaluate the performance of this position?
   c. What obligations would the K12 Pathway Coordinator have to the host institution apart from carrying out the K12 Pathway Coordinator duties?
   d. This position is responsible for serving multiple institutions and will be situated within an evolving organizational matrix with reporting relationships to the region including the K14 TAP, the regional consortium, the SWP Selection Committee, the Chancellor's Office, the California Department of Education, Regional Directors, Guided Pathways Coordinators, and Strong Workforce Program TAPs (e.g. COEs). How will your institution take this into account in providing supervision of this position? Please describe other positions hosted by your institution with a similar external orientation.

4. How will this position be filled?
   a. How you would employ the K12 Pathways Coordinator (faculty on special assignment, release time, administrator, classified staff, independent contractor, etc.)
   b. Will you recruit for this position or do you already have someone identified for the position?
   c. Describe how you would carry out the recruitment process.
   d. Will there be opportunities for other stakeholders to participate in the selection process?
   e. What is your projected timeline for filling the position?

The annual budget is $125,000. Describe the categories of expenditure and the amount you anticipate budgeting for each.

Expenditure Type	
1000 – Certificated Salary	$
2000 – Classified Salary	$
3000 – Employee Benefits	$
4000 – Books and Supplies	$
5000 – Services and other operating expenditures	$

Host Institution Name:	
Community College District:	
Region:	
Screening Score:	
Reviewer:	
Date:	

Screening:		
Regional Orientation:	**Scoring Guide:**	
	Indicates how they would support regional focus	
	Displays support for the CTEIG and K12 SWP programs	
	Comments:	
	Regional Score (Enter a number between 0 and 5):	
Fiscal & Other Support:	**Scoring Guide:**	
	Evidence of ability to serve as fiscal agent in support of K12 PCs	
	Evidence of ability to process payments, conference expenses	
	Experience with state grants	
	Office space, technology, admin support	
	Description of Fiscal Processes provided	
	Reference to nimble/flexible fiscal departments	
	Other supportive services	
	Comments:	
	Grant Rating (Enter a number between 0 and 5):	
Management:	**Scoring Guide:**	
	Identified Supervisor of Record	
	Has a plan in place to monitor grant performance Plan for evaluating Career Pathway Specialist	
	Comments:	

	Management Rating (Enter a number between 0 and 5):
Recruitment Process:	**Scoring Guide:**
	Recruitment process likely to generate quality candidates
	Process for filling position described and reasonable
	Method of employment defined
	Process for filling position timely
	Comments:
	Recruitment Rating (Enter a number between 0 and 5):

Rating Category	Score
Regional Knowledge	
Fiscal & Other Support	
Management	
Recruitment Process	
Total Score	