

**Application Requesting Funding for
NC Career Coach(es)**

This application for NC Works Career Coach Program funding is submitted by:

Community College: Rockingham Community College and **Local School Administrative Unit (LEA):** Rockingham County Public Schools which is located within the service area of the community college.

Contact Person for Information Contained within the Application for Funding:

Name: Sheila Regan Title: Vice President for Academic Affairs

Community College: Rockingham Community College Phone Number: 336-342-4261, Ext. 2138

Email Address: regans@rockinghamcc.edu

A. Requested Number of Career Coaches

The Community College and LEA are requesting that 1 (number of Career Coach(es) be funded. The following high school, within the LEA, will be provided with a Career Coach by the community college:

High School:	<u>Rockingham High School</u>	<u>180 HS Road, Reidsville, NC 27375</u>	<u>8hrs</u>
	Name of High School	Address	Amount of Time*
High School:	<u>Reidsville High School</u>	<u>1901 S. Park Drive, Reidsville, NC 27320</u>	<u>8hrs</u>
	Name of High School	Address	Amount of Time*
High School:	<u>Morehead High School</u>	<u>134 N. Pierce Street, Eden, NC 27288</u>	<u>8hrs</u>
	Name of High School	Address	Amount of Time*
High School:	<u>McMichael High School</u>	<u>6845 Hwy 135, Mayodan, NC 27027</u>	<u>8hrs</u>
	Name of High School	Address	Amount of Time*

**Amount of time per week*

B. Certification

Complete and sign Attachment A, which is a certification providing that the funding request will be matched dollar-for-dollar with local funds. *Local funds may come from public or private sources.*

Certification

The community college board of trustees and the local board of education of the local school administrative unit within the service area have assessed the need for the NC Works Career Coach Program and have determined that the program will assist students with determining career goals and identifying community college programs that would enable students to achieve these goals. These funds shall only be used for the salary and benefits for NC Works Career Coaches.

The funding request will be matched dollar-for-dollar with local funds. These funds will come from the following source(s):

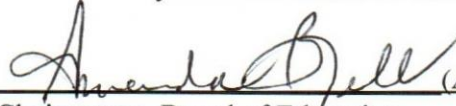
Public Source(s):

State funds

Private Source(s):

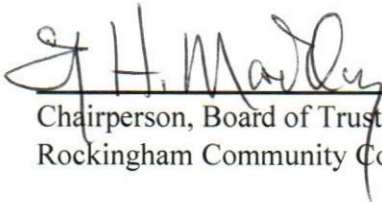
We further certify that the board of trustees of Rockingham Community College as an employer of one or more career coaches shall report annually to the State Board of Community Colleges on implementation and outcomes of the program, including the following information:

- a. Number of career coaches employed.
- b. Number of local school administrative units served, and names of schools in which career coaches are placed.
- c. Number of students annually counseled by career coaches.
- d. Impact of career coaches on student choices, as determined by a valid measure selected by the State Board of Community Colleges.



(Amanda Bell)
Chairperson, Board of Education
Rockingham County Public Schools

9-10-2018
Date



(Elizabeth H. Maddrey)
Chairperson, Board of Trustees
Rockingham Community College

Sept 4, 2018
Date

C. Memorandum of Understanding

MEMORANDUM OF UNDERSTANDING (MOU)

August 10, 2018

Between

Rockingham Community College

and

Rockingham County Schools

Title of Project:

Rockingham Community College NC Career Coach Initiative

1. Purpose & Scope:

The purpose of this Memorandum of Understanding (MOU) is to clearly identify the roles and responsibilities of each party as they relate to the Rockingham Community College Career Coach Initiative. This Memorandum of Understanding (MOU) establishes the foundation for the joint effort between Rockingham Community College and Rockingham County Schools for placing Career Coach(es) in the public schools of Rockingham County high schools. Under the terms of this Memorandum of Understanding (MOU), the coach will be an employee of the Rockingham Community College board of trustees and will not be an agent or employee of the Rockingham County Public Schools board of education.

2. Duration:

The term(s) of this MOU shall be July 01 2019 to June 30, 2022 , unless otherwise extended by mutual agreement by the parties. This MOU can be renewed annually by a written agreement between the two parties and can be terminated for any reason upon a 30-day written notice being provided to either party.

3. Responsibilities:

Rockingham Community College (RCC) agrees to assume responsibility for the organization, implementation and management of the Rockingham CC NC Career Coach initiative as stated:

Rockingham Community College Board of Trustees will provide the following:

- a. Hiring, training, and supervision of Rockingham NC career and college coach(es).
- b. Criminal background checks required by the local school administrative unit for employees working directly with students
- c. Salary, benefits, and all other expenses related to the employment of the coach. The coach will be an employee of the board of trustees and will not be an agent or employee of the local board of education.
- d. Management of budgets and finances, to include payroll, accounts payable, procurement (unless otherwise agreed upon), and all fiscal compliance functions in relation to granting agencies.
- e. Management of all programmatic reporting to granting agencies.
- f. Development of pedagogical materials and technologies (e.g. computers) needed to enhance the advising process.

- g. Coordination of publicity efforts, including design and printing as needed; construction and management of the project website, and related social media communications.
- h. Facilitation of collaborations between Rockingham CC NC Career Coach initiative and stakeholders in the business community.
- i. Agreement that, while on any school campus, the career coach will obey all local board of education rules and will be subject to the authority of the school building administration.

Rockingham County Public Schools agrees to assume responsibility for the Rockingham Community College NC Career Coach initiative as stated:

Rockingham County Public Schools Board of Education will provide the following to the coach:

- a. Access to student records, i.e., PowerSchool, as needed to carry out the career coach's job responsibilities.
- b. Allocation of office space on-site appropriate for student advising.
- c. Allocation of information technology resources, including, but not limited to, Internet access, telephone, and photocopying.
- d. Designation of a school representative with whom the career coach and supervisor should maintain contact with at each high school.
- e. An initial orientation to each school, and ongoing integration into the faculty and staff community of each high school
- f. A protocol for sharing information between the career coach and school counseling staff to facilitate goal setting and academic planning.
- g. Promotion of school-wide awareness of career coach duties.
- h. Facilitation of career coach's access to individual classes and larger assemblies for the purposes of awareness building.

5. Career Coach administrative assignments, project reporting and evaluation:

The duties of the Rockingham CC NC Career Coach are described in the attached position description. RCC NC Coaches will adhere to the duties outlined in the job description. The RCC NC Coach (es) cannot facilitate revisions to the job description. Any revisions to the job duties will be based on discussion and approval between RCS and RCC.

The RCC NC Career Coach will be an employee of the Rockingham Community College's Board of Trustees and will be solely responsible for the RCC NC Career Coach's salary, benefits, and all other expenses related to the employment of the RCC NC Career Coach. The RCC NC Career Coach will obey all local board of education rules and will be subject to the authority of the school building administration.

The RCC NC Career Coach will report to the RCC Vice President of Academic Affairs, who shall serve as the appropriate point of contact for any questions or concerns regarding the RCC NC Career Coach performance. Evaluations from the RCS Principals or designee, shall be solicited each year by the Vice President of Academic Affairs, and will be included in RCC's annual performance appraisal.

6. Communications

The parties agree to respond to all project-related communications in a timely manner, to ensure successful project implementation and efficient resolution of any project-related challenges. Disclosure of

college educational record information of RCC students is subject to “The Family Educational Rights and Privacy Act (FERPA)”. According to FERPA guidelines, Rockingham Community College and the Rockingham County Public Schools agree that release of student information will occur through the office of the Principle or designee, and RCC’s Director of Records and Registration or designee. To facilitate student success, RCC and RCS will communicate information regarding, but not limited to, student academic programs, grades, attendance, and behavior.

7. Access to RCPS Premises

A. All parties acknowledge that N.C. General Statute 14-208.18 prohibits anyone required to register as a sex offender under Article 27A of Chapter 14 of the General Statutes from knowingly being on the premises of any school or other facility dedicated to the care of minors. RCC shall conduct criminal record and background checks on any RCC employee or volunteer who, pursuant to this agreement will be on RCS property and/or have direct contact with RCS students. The background checks shall include at a minimum checks of the State Sex Offender and Public Protection Registration Program, the State Sexually Violent Predator Registration Program, and the National Sex Offender Registry (“Registries”), which may be completed at no cost by access the North Carolina Sex Offender Registry website at <http://sexoffender.ncdoj.gov/>.

RCC shall provide the names and identifying information to RCS prior to assigning any employee or volunteer to work at a RCS high school, and RCC personnel shall not begin any services that shall not assign any employee or volunteer to a role that may involve direct student contact, at RCS events, or on RCS property if (1) said individual has been convicted of a felony; (2) said individual has been convicted of any crime, whether misdemeanor or felony, involving sex, violence, or drugs; or (3) in the judgement of RCC said individual has engaged in any crime or conduct indicating that the individual may pose a threat to the safety or well-being of student or school personnel.

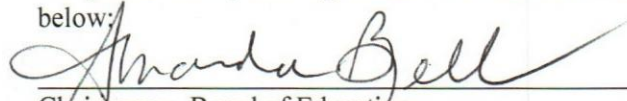
B. The public schools and school-sponsored events of Rockingham County shall remain at all times under the authority of the RCS Board of Education, the Superintendent, and the individual school principals. RCC shall ensure that its agents, employees and volunteers comply with any and all rules, regulations, or directives of the RCS Board of Education, the Superintendent or Superintendent’s designee at all times while all on school premises or at school-sponsored events. RCS reserves the right to deny entrance to any school premises or school event to any individual.

8. Access to student records and data:

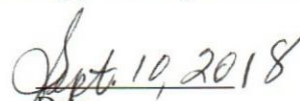
RCC agrees that all student records or personally identifiable student information obtained by its employees, agents or volunteers while working pursuant to this agreement shall be subject to the confidentiality and disclosure provisions of applicable federal and state statutes and regulations, and the Board policies. The RCC NC Career Coach is considered a school official for the purpose of carrying out the advising and enrollment activities described in the RCC NC Career Coach job description, and may access student records only with a legitimate educational purpose as defined by law. No employee, agent or volunteer of RCC shall forward to any person other than the parent or authorized Board employee and student record, including but not limited to, the student’s identity, without the written consent of the parent or adult student. Nothing in this agreement provides RCC or its agents the right to access to any individual student’s records.

Agreement


The parties certify their agreement with this Memorandum of Understanding per the signatures and dates below:



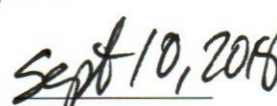
Chairperson, Board of Education
Rockingham County Schools



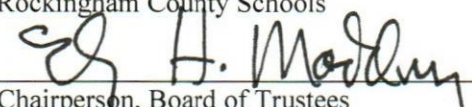
Date



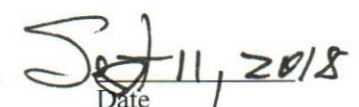
Superintendent
Rockingham County Schools



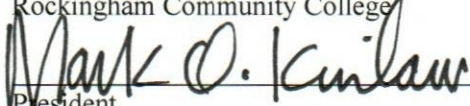
Date



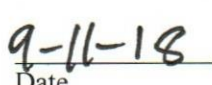
Chairperson, Board of Trustees
Rockingham Community College



Date



President
Rockingham Community College



Date

D. Plan for Deployment of NC Works Career Coach(es)

Include a description of the plan for deployment of coaches detailing how deployment of NC Career Coach(es): *(Limit description to the area provided below)*.

a. Addresses targeted needs in the community served

Rockingham Community College (RCC) located in Rockingham County. Rockingham County is dubbed North Carolina's North Star, nestled at the tip of the northern Piedmont Triad region and cradled by the foothills of the Blue Ridge Mountains. According to United States Department of Agriculture Rural Development Census Data, Rockingham County Schools (RCS) exist in areas that represent a poverty level range between 20 and 30%. Rockingham County is a Tier 2 county and its population is mostly rural, approximately 61%. RCC offers (21) associate of applied science (AAS) degree programs, (4) college transfer degrees, (9) diplomas, (22) certificates, and (10) dual enrollment pathways that consist of (2) college transfer and (8) career technical education pathways. RCC serves a student population composed of 73% Caucasian, 18% African American, and 5% Hispanic. Approximately, 67% of RCC's students are first generation, 51% require at least one developmental course, and 80% receive federal Pell grant and need based scholarships.

For the past three years, 23% of high school graduates enrolled at RCC, and for the same amount of time an average of 147 students were in enrolled in a CCP pathway.

To address preparing Rockingham County High School students for postsecondary success and enrollment in CCP pathways, RCC will employ one NC Career Coach to serve four Rockingham County High Schools.

b. Effectively and appropriately serves local school administrative service area based on rationale supported by local community leaders.

This proposal is a collaborative partnership between Rockingham Community College and the Rockingham County Schools (RCS). The RCC-RCS NC Works Career Coach initiative reflects the goals of the NCCCS NC Works Career Coach program, designed to assist students with determining career goals and identifying Career and College Promise pathways and community college programs to achieve these goals. RESET Rockingham is a community collaborative working together to "RESET" the economic and educational climate of Rockingham County. The RESET collaboration between county economic development, RCS, RCC, and employers has allowed educational partners to align program development and outcomes with workforce needs. As evidenced by the first cohort of youth apprentices in fall 2018, 17 approved apprentices, business and industry partners are supportive of public school and community college partnerships.

The Career Coach will spend one day a week at each high school to assist high school counselors and career development coordinators advise high school students about career and technical education careers and academic pathways and credentials required for employment. The Career Coach will serve as a resource to help students develop academic plans for career goals, identify appropriate CCP pathway and RCC programs.

E. Professional Development Plan

Outline the proposed training for NC Career Coach(es) that:
(Limit outline to the area provided below).

- a) Prepares NC Career Coaches to work in a high school setting

To prepare the RCC NC Career Coach to work in the RCS high schools, on boarding with RCC will include participation in "Career Coach Orientation" sessions coordinated by the RCC Enrollment Management team. This team consists of the Director of Career and Technical Education, Director of Educational Partnerships, Director and Assistant Director of Enrollment Services. For RCS, a similar session with the RCS Director of Counseling Services, lead counselors and career development coordinators from each high school will outline the high school protocol for career assessment, testing, and scheduling. The orientation process will explain the guidelines for high school students to take community college classes, compliance review criteria, and career and academic advising information for students interested in career technical education and university transfer.

- b) Ensures NC Career Coaches are aware of, and have the tools/resources to remain current in their knowledge of, current career opportunities and required education and/or training.

The career coach will participate in workshops and professional development related to the field of Career Coaching in secondary and post-secondary education. Included in these opportunities will be participation at the North Carolina Community College System Conference, College Transfer Program Association Conference, NCWorks Partnership Conference, and RCS identified conferences for counselors and career development coordinators. All costs for the professional development will be the responsibility of Rockingham Community College.

- c) Prepares NC Career Coaches to serve as effective advisors, as college personnel in a high school setting.

To prepare the RCC NC Career Coach to serve as an effective advisor the coach will participate in professional development training that addresses CCP advising and career coaching. Additionally, the coach will participate in associations, such as the North Carolina College Transfer Association, the National Academic Advising Association and American School Counselor Association to network and gain insight on best practices for career coaching in the secondary and post-secondary education environment.

F. Communication Strategies

Provide a description of proposed communication strategies of NC Career Coaches with stakeholders, including, but not limited to: high school students, high school and middle school faculty and staff, parents and guardians, and service area employers.

(Limit description to the area provided below).

The RCC NC Career Coach and designated high school personnel will communicate program information to stakeholders in a variety of ways:

High School students:

NC Career Coach will

1. Visit individual classrooms to share information about CCP pathways and RCC's academic programs.
2. Meet with individual students to provide information about RCC's academic programs.
3. Participate in school related activities in which CCP pathways and related RCC academic programs are promoted.
4. Provide information to students through flyers, posters, website, virtual sessions and social media.

High school/middle school faculty and staff:

NC Career Coach will

1. Attend faculty and staff meetings at the middle and high schools to disseminate information about the program.
2. Meet with faculty and/or staff on an individual basis to share information about the program.
3. Meet with the high school career development coordinators to share information about meeting needs of business and industry.

Parents/Guardians:

NC Career Coach will

1. Participate in school sponsored meetings specifically for Parents or Guardians.
2. Provide information to parents or guardians through letters, flyers, website, and social media.

Service Area employers/other stakeholders:

NC Career Coach will

1. Visit with employers and other stakeholders to share information about the program.
2. Attend events to support stakeholder initiatives, i.e. RESET Rockingham meetings, Career Day and Open House events.
3. Update RCC program leadership and faculty on project outcomes.
4. Provide information to employers and other stakeholders through letters, flyers, website, and social media.
5. Attend meetings sponsored by employers and other stakeholders for updates on program outcomes.

G. Job Description (Attached)

Add as Attachment C the job description of the NC Career Coach to the application. Candidates MUST have the required credential and work experience at the time of application.

H. Evaluation Plan

Describe an evaluation plan which includes expected outcomes resulting from NC Career Coach deployment. *(Please note data that will be required as part of the annual reporting).*

The efficacy of the RCC NC Career Coach program will be evaluated based on its ability to meet established benchmarks/performance measures as well as support the statutory annual reporting requirements for the project. Formative and summative evaluation data will be collected and utilized to address effective implementation and evaluation of the initiative. Evaluation results will be used to communicate project progress and success with the stakeholders.

Objective 1

Increase the number of RCS high school graduates as RCC 1st time freshmen to 423 by the end of Year 3, current baseline data for Fall 2017 219 RCS high school graduates as RCC 1st time freshmen.

Objective 2

Increase the number of RCS high school CCP participants to 300 by the end of Year 3, baseline data for Fall 2017 149.

Objective 3

90% of CCP enrolled participants will successfully complete one (1) college level course each semester. Baseline data for Fall 2017 133.

Objective 4

54% of CCP enrolled participants will successfully complete two (2) college level course each semester. Baseline data for Fall 2017 59.

Evaluation Protocol

Data collection:

Qualitative and quantitative data will be collected monthly and at the end of the semester

Methods and Instruments:

Data will be collected using instruments that will include, but not be limited to the following tools: admissions applications, enrollment forms, course rosters, course grade reports, transcripts, and indirect and direct surveys.

Data Analysis:

Data will be reviewed to summarize project performance, identify variances, forecast project outcomes, and identify opportunities for improvement.

Outcomes Reporting:

Monthly progress reports will summarize project activities and outcomes during the reporting periods of the project. Data reported will be reflective of the stated project deliverables and progress towards achieving the statutory reporting requirements.



Rockingham COMMUNITY COLLEGE

Position Description NC Career Coach

Division/ Department	Academic Affairs		
Term of Employment	9 + 3 months New Staff Position *Grant funded for (3) years NC Works Career Coach	Revised	
Supervisor	Vice President Academic Affairs	Classification	Staff, Full-time Exempt

Job Summary

Responsible for assisting students with determining career goals and identifying community college programs to enable students to achieve these goals. The NC Career Coach will work with career development specialists and high school counselors to identify potential Career and College Promise (CCP) students and provide college and career advising and registration assistance with enrollment into CCP pathways.

Under the direction and supervision of the Director of Career and Technical Education, Director of Educational Partnerships, and Vice President for Academic Affairs, the NC Career Coach will educate career development specialists, high school counselors, teachers, students, and parents about CCP enrollment and post-secondary opportunities at RCC.

*Funding Period: [FY 2019-2020; FY 2020-2021; and 2021-2022]

Job Duties

Essential Duties

- Working in collaboration with high school counselors and career development specialists to advise and enroll students in CCP pathways.
- Providing college and career advising and registration assistance with enrollment in educational pathways.
- Assisting with the community college admission and enrollment process.
- Organizing orientation activities for CCP students prior to enrollment.
- Organizing learning management system [Moodle] and videoconference orientation for CCP students prior to enrollment.
- Maintaining records for enrollment, tracking and grant reporting purposes.
- Participating in any school related activities in which CCP pathways and RCC enrollment can be promoted, i.e. Parents Night (s), Athletic events, Academic Booster Clubs, etc.
- Working with enrollment management team members to meet CCP enrollment goals.
- Participating in team meetings and professional development activities as directed by the Directors of Career and Technical Education and Education Partnerships.
- Engaging high school students, counselors, career development specialists, teachers, parents, and all stakeholders in information sessions related to college success, CCP advising sessions, and RCC programs.
- Maintaining high quality and professional partnerships with secondary school personnel.
- Interpreting the mission, educational philosophy and vision statements of RCC to the general public.
- Maintaining the integrity of the College and its related foundations.
- Representing the College professionally and handling all student inquiries confidentially.
- Teaching college student success courses to CCP students.
- Collaborating with department chairs and program directors to stay abreast of program changes.

- Communicating with department chairs and program directors opportunities for growth, improvement, and new programs based on secondary school feedback.
- Establishing a relationship with the RCS college advisors to create meaningful opportunities in early access and awareness for first generation college going students

Planning

- Participating in the all aspects of the institutional planning process.
- Working with enrollment management team to outline CCP enrollment goals.
- Supporting discipline specific student learning outcomes and assessment.
- Identifying potential services, workshops, and or seminars that would benefit the CCP program and its stakeholders.

Organizing and Controlling

- Assisting with the development and revision of all official policies of RCC
- Organizing procedures for the implementation of all official policies and regulations of RCC and the NCCCS specific to CCP.
- Assisting with the development of admissions and enrollment information for college marketing material specific to CCP.
- Maintaining compliance with established performance standards with the NCCCS, RCC, and other stakeholders.
- Implementing Enrollment Management Team policies and procedures for RCC.

Directing

- Stimulating and influencing innovation and creativity at all levels within the organization.
- Serving as a role model and advocate for academic programs at RCC.

Public Relations Support

- Maintaining effective intra-institution relationships with members of the Board of Trustees, President’s Cabinet Staff, RCS Board of Education, RCS Executive Team, and all administrative staff, faculty, and support personnel of the college at RCC and RCS.
- Providing appropriate liaison support with the North Carolina Community College System, RCC and other relational entities.
- Collaborating with the NCCCS staff of public relations and marketing opportunities
- Promoting Rockingham Community College with local, state, regional, and national citizenry.
- Providing appropriate liaison support with Rockingham County Schools.
- Participating in activities that promote and enhance the College’s image among its various publics.

Location

The NC Career Coach will be housed on the campus of each traditional high school one day a week and on the campus of RCC one day a week. The President reserves the right to revise the location in order for the college to carry out its mission.

Additional Duties

- Performing other duties as assigned by the Director of Career Technical Education and Director of Educational Partnerships, Vice President for Academic Affairs, and/or the President of Rockingham Community College.
- The College reserves the right to alter duties, responsibilities, conditions, working hours, and job title as necessary.

Qualifications Required

Education	Bachelor’s Degree in education or related field from a regionally accredited institution and a minimum (2) years work experience in an educational environment as a career/academic advisor, academic/success coach or industry-related career development work experience in business, industry, or labor.
Knowledge and Skills	- Demonstrated ability to build meaningful, quality relationships - Excellent interpersonal and organizational skills - Effective oral and written communication skills
Physical Demands	Must be physically able to perform job duties, including moving, bending, and lifting up to 30 lbs.

Licensing Requirement	
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Qualifications Preferred

Master's Degree in education or related field from a regionally accredited institution and minimum (2) years work as a success work experience at community college as a career/academic advisor, academic/success coach or industry-related career development work experience in business, industry, or labor.
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This position description covers the most essential functions and duties associated with this position. Other duties may be assigned by the President or appropriate supervisory personnel. The College reserves the right to alter duties, responsibilities, conditions, working hours, and job title as necessary. This position must meet minimum SACSCOC criteria and the minimum criteria of other pertinent accrediting, licensing, and credentialing agencies in the area of teaching assignment.
