



# Career Discovery Solutions

*A Racine Unified School District / Rotary International Partnership*

## **Guidelines: CDS Middle School Administrators**

### **Directing Principal**

- Assures that an Assistant Principal and a Lead Teacher are appointed each school year for the Career Discovery Solutions program.
- Schedules WISCAREERS testing in order to survey students' career interests. This should be done in the spring semester with 7<sup>th</sup> graders so that the results can be used in planning CDS projects for the next school year when these students are 8<sup>th</sup> graders.

### **Assistant Principal**

- Serves as a liaison between the school and the Rotary Club
- Develops complete CDS project schedule in the spring semester for the next school year.
- Selects which teachers will be assigned to CDS projects and what the teacher teams will be.
- Compiles WISCAREER test results and determines Top 10 career interests. Meets with Rotarians to decide which career clusters will be scheduled for actual CDS projects in the next school year.
- Arranges for substitute teachers when needed while regular teachers are working with student teams on CDS projects.
- Works with district CTE Office to arrange transportation for visits of student teams to host organizations.
- Works with district CTE Office to budget funding for lunch outside the school when student teams visit host organizations.

### **Lead Teacher**

- For teachers new to the CDS program, helps them get familiar with CDS Model and procedures.
- Helps Assistant Principal with administrative tasks as requested.
- Based on own experience and comments from other teachers, provides feedback to Rotary Club with suggestions for making further improvements in the CDS program.