SPARC Council CAREER COACH AGREEMENT OF SERVICES

EXPLANATION OF SPARC COUNCIL SERVICES

As part of the Succeed and Prosper through Education: Ashland, Richland Crawford **(SPARC)** and the Talent Development Group, we recognize the importance of career readiness and postsecondary education for the students, economy, and overall well-being of North Central Ohio. Both entities have worked to increase the number of local students who pursue advanced training, certification and postsecondary degrees with the aim of increasing the level of educational attainment and economic success of the region.

SPARC was born in 2008 as a P16 organization prioritizing increased educational levels of local citizens, but with a broader audience that ranges from pre-natal, early learner emphasis through post-secondary or certification completion. In March 2011, U-CAN merged with SPARC creating the SPARC Council. SPARC Council realized the value of the U-CAN name, logo and recognition and until 2014-15 school year, maintained the brand name of U-CAN as a part of its identity. **SPARC** Council assumed the 501(c)(3) status created by U-CAN. In the 2014-15 school year, area agencies and committees with a focus on increasing local talent for careers in the region combined forces to form the Talent Development Group. With the formation of this group, SPARC is maintaining its independent 501(c)(3) status but began taking some direction from the Talent Development Group. In 2015-16 the focus was on Career Coaches for grades 7-12 aligning with Ohio Revised Code to meet the career connection requirements for school districts.

In addition, for the 2018 graduating class as well as those following, the State has included in its Revised Code, the recognition and promotion of 'work-readiness skills' necessary for a good work ethic.. Those skills are identified in the **OhioMeansJobs-Readiness Seal program**. Completion of requirements is recognized by a designation on the student's diploma. Businesses will recognize it as further evidence of an individual's employability. Because of this initiative and our continued commitment for career coaches, we have formed a private partnership with Pioneer CTC to help the coaches and the schools meet this new State initiative. Coaches will use Pioneer's expertise with the 'work-readiness skills' by inviting them into the schools to introduce students to these skills and aid students in completion of the program.

The Career Coach supports and supplements the work of a school's guidance department. The workload of school counselors has increased in both volume and complexity. Because of their demanding schedules, school counselors value the additional one-on-one postsecondary advising provided by Career Coaches.

A Career Coach serves as an in-school resource to students and parents. They meet individually with high school seniors and provide group sessions to high school juniors. They assist students in grades 7-12 with career exploration, post-secondary planning and college selection, and they help students apply for admission and financial aid. College, as used, is any accredited educational institution beyond the high school level, including apprenticeships, certificate programs, and associate/ bachelor's degree programs.

All SPARC Career Coaches are approved by the local school district, have a bachelor's degree or business equivalent with a preference for coaches licensed in either education or social services in the State of Ohio. All have undergone background checks and fingerprinting by Pioneer CTC. Each Career Coach has been informed of and agreed to standards of conduct as delineated by the State of Ohio and the SPARC Council Board of Directors.

SPARC Council ROLE, CAREER COACH ROLE, AND RESPONSIBILITIES

Unless otherwise indicated by the Superintendent, The **SPARC** Council Career Coach will perform the following core duties:

1. The coach will report directly to the Career Coach Coordinator and office of the school as required.

2. The coach will be responsible for reporting all activities to the school system and Career Coach Coordinator as required and will maintain accurate records for all services that are provided to the students and parents. Confidentiality of these records will be strictly maintained.
3. Coaches will carry out specific activities, as specified by SPARC Council to increase awareness of work readiness and post-secondary opportunities
4. The coach will work with the guidance counselor in providing students with information and activities on work readiness, career planning, college readiness and planning as well as other postsecondary education opportunities.
5. The coach will increase awareness of financial planning for postsecondary education and sources of assistance that will be available to make continuing an education attainable.
6. The coach will assist the school counselor and participate as needed in career awareness programs, parent/teacher conferences, open houses, college fairs, and financial aid nights.
7. The coach will use age appropriate resources from Career Connections and Ohio Means Jobs to meet the ongoing needs of students.
8. The coaches will work with Pioneer CTC
9. to provide students with 'work-readiness skills' that meet the requirements of the State mandated OhioMeansJobs-Readiness Seal program.
10. Other duties as described by the principal or Career Coach Coordinator.

SCHOOL ROLE AND RESPONSIBILITIES

SPARC Council respectfully requests the school provide a space (room) for the coach to meet confidentially with students. The space should have telephone and Internet accessibility. If possible, the schools should provide the coach with access to a computer, printer, copier, limited office supplies and mailing materials including postage. All these supplies will only be used only in the service the needs of the students who will be advised by the coach.

Additionally, SPARC Council requests the opportunity for the coach to meet other school staff members prior to the start of the school year. This would normally occur during a regularly scheduled staff meeting in August or September.

FUNDING:

While SPARC Council currently receives corporate and philanthropic support, a financial commitment from the participating school is often required to sustain the work of the coaches.

Total Cost of the Career Coach for Galion City Schools:	$ 15,000
SPARC Council FY22 share:	$ 6,250
District Cost for FY22 Share:	$ 8,750

The project budget denotes the cost of placing one (1), part-time (one 5-hour day per week), coach in the high school for the school year. SPARC Council will work with the Richland community and/or grants to secure the remaining financial support. SPARC Council respectfully requests permission to perform fundraising activities on behalf of the participating school for the specific purpose of funding this coach position. The school agrees SPARC Council and its fiscal agent, the Mid-Ohio Educational Service Center, hold funds received as part of SPARC Council's fundraising efforts.

This same agreement may be made for up to three (3), part-time (one 5 hour day per week), coaches in junior high (middle) to high school for the school year.

SPARC Council will make every effort to secure additional program funding via corporate, foundation and other community support.

The district will be invoiced for career coach services in September of each year.

SIGNATURES OF KEY PERSONNEL:

Please complete, copy, and distribute as appropriate. Return original to Kevin Kimmel, Mid-Ohio ESC, 890 W. Fourth St., Mansfield, OH 44906

School District: Galion City Schools
School term: August 1, 2021 to June 30, 2022

School District

Superintendent: _____ Date: _____

Treasurer: _____ Date _____

SPARC Council

President: _____ Date: _____

Treasurer: _____ Date _____

Personal Information and Confidentiality Agreement

This agreement is between the Galion City Schools (the School District) and the SPARC Council, (the Recipient) for school year August 1, 2021 to June 30, 2022.

1. **Purpose of the Agreement**

School District and Recipient have determined that it is to the benefit of the students (the Students) enrolled in School District that Recipient be provided with certain personal information (the Information) maintained within School District's records regarding certain Students and that the transfer of the Information to Recipient will enable Recipient to better advise and assist the students regarding the pursuit of postsecondary education.

In recognition of the responsibility of the School District to safeguard the confidentiality of the Information, the parties wish to enter this agreement regarding the use of the Information provided by School District to Recipient. Recipient will use the Information only for purposes of documenting and tracking of participation in services provided by Recipient, confirming college readiness planning, career planning, high school academic planning and for purposes of institutional research.

2. **School District Responsibilities**

The School District will provide the Information to the Recipient, which shall include all Information about Students, including grades, academic assessment scores, enrollment data and other Information present in the student records, so long as the School District determines that the Recipient is authorized to receive such Information.

3. **Recipient Responsibilities**

The Recipient understands the information provided by the School District is confidential. Any information obtained by the Recipient may not be shared with any other person or entity except as expressly authorized by the School District.

The Recipient further agrees that it will take steps to ensure confidentiality of the information. The confidentiality and privacy of the data submitted by the School Districts and other programs will be protected in the design of access to the student-tracking database. Only authorized and password-identified career coaching staff (directors, managers, coaches) will be able to input and retrieve individual student data from the system. Access to detailed student information will be further restricted to only staff of the particular Recipient program in which the student has participated.

All other information based upon the statistical compilation and aggregation of individual student records will be devoid of student identification and used for research and evaluation purposes.

4. **Certification:**

The individuals executing this Agreement certify by their signatures that they are authorized to sign on behalf of their respective agencies.

Galion City Schools

By: _____ Date: _____

Title: _____

SPARC Council

By: _____ Date: _____

Title: _____