GUIDED PATHWAYS COACH ROLE & RESPONSIBILITIES

Guided Pathways Coaches are individuals with expertise appropriate to the work of the California Guided Pathways Project. Across the cadre of 7-10 coaches, that expertise includes: strong knowledge of community colleges and the college completion and equity agenda; grasp of the strategies and challenges involved in major institutional change; experience assisting colleges in design and implementation of guided pathways at scale; presidential experience/perspectives; state-/system-level experience/ perspectives; potential for influencing and assisting larger numbers of colleges (beyond the project college group); and strong links to organizations that will likely be part of the Project’s strategy for scale in the post-grant period. Each coach demonstrates strong experience facilitating group discussions; effective listening; strong understanding of data-informed planning and decision-making; and strong understanding of longitudinal student cohort tracking and metrics for monitoring student progress and success.

Responsibilities of Guided Pathways Coaches include the following:

- Become familiar with project purpose and project institute model and agendas.
- Participate in Guided Pathway Coach conference calls.
- Initiate and communicate periodically with designated contact persons at the institutions to which you are assigned.
- Early contact to ensure institutions have received and reviewed advance work to be completed prior to each Institute, encouraging college participation in scheduled conference calls to go through the advance work and respond to questions; participate in one of the conference calls if possible and learn about the kinds of questions and issues the institutions are raising.
- Initiative follow-up contact as needed to ensure advance work is completed and submitted by the deadline.
- Review assigned institutions’ application/readiness assessment and pre-institute homework submitted in advance of each Institute.
- Attend EACH of the six 2-1/2-day Institutes that are core to the California Guided Pathways Project. The institute schedule has been established and is as follows:

  Institute #1: date and location TBD
  Institute #2: date and location TBD
  Institute #3: date and location TBD
  Institute #4: date and location TBD
  Institute #5: date and location TBD
  Institute #6: date and location TBD
• Attend a pre-institute Guided Pathways Coaches and Project Staff meeting beginning early morning of the first day of each institute, which will in each case likely require travel on the day before the institute begins. Thus, the time commitment for institutes, including travel, is 4 days x 6 institutes = 24 days over the period 2016 - 2018. For each institute, one of the four days will be a Saturday (last day) or a Sunday (first day).

• Meet and work with assigned institutions during each team strategy session at the institutes. The role is facilitation, not presentation, ensuring that all voices are heard, that teams stay on track, that they engage in thoughtful and courageous conversations, and that they progressively complete the short-term action plan that is a major product of the institute experience.

• Provide expert guidance and assistance as assigned teams review pertinent data and delve into issues associated with design and implementation of guided pathways for students.

• If requested, deliver or moderate a breakout session and/or contribute to another type of session as part of the Institute agenda.

• Participate in a one-hour debriefing session immediately following adjournment of the Institute and participate fully in completing written evaluations of each institute.

Compensation for Pathway Coaches is $3,600 per institute, totaling $21,600 for the series, plus all travel expenses, in accord with the travel policies of the Foundation for California Community Colleges.

• To the extent that funds are available, Guided Pathways Coaches may be asked to provide additional technical assistance (by phone or Skype) to project colleges between institutes.

Compensation for these technical assistance sessions (up to 2 hours in length) is $300 per institution.