

**NC Works Career Coach Program
Memorandum of Understanding**

The purpose of the NCWorks Career Coach Program is to place community college career coaches in high schools to assist students with determining career goals and identifying community college programs that would enable students to achieve these goals.

There is appropriated from the General Fund to the NC Community College System Office the sum of \$500,000 for the 2015-16 fiscal year and the sum of \$1,000,000 for the 2016-2017 fiscal year to match non-State funds for the implementation of NCWorks Career Coach Program. These funds shall only be used for salary and benefits for NCWorks Career Coaches.

The board of trustees of a community college and a local board of education of a local school administrative unit within the service area of the community college jointly may apply for available funds for the NCWorks Career Coach Program funding from the State Board of Community Colleges.

Applications for NCWorks Career Coach Program funding must include a signed memorandum of understanding (MOU) between the board of trustees of a community college and the partner local board of education. At a minimum, the memorandum of understanding between the community college and LEA shall include the following:

Requirement that the community college provides the following:

- a. Hiring, training, and supervision of career coaches. The board of trustees may include a local board of education liaison on the hiring committee and in the decision-making regarding hiring for the coach positions.
- b. 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.
- c. Development of pedagogical materials and technologies needed to enhance the advising process.
- d. Criminal background checks required by the local school administrative unit for employees working directly with students.
- e. Agreement that, while on any school campus, the coach will obey all local board of education rules and will be subject to the authority of the school building administration.

Requirement that the local school administrative unit provides the following to the coach:

- a. Access to student records, as needed to carry out the coach's job responsibilities.
- b. Office space on-site appropriate for student advising.
- c. Information technology resources, including, but not limited to, Internet access, telephone, and copying.
- d. Initial school orientation and ongoing integration into the faculty and staff community.
- e. Promotion of school-wide awareness of coach duties.
- f. Facilitation of coach's access to individual classes and larger assemblies for the purposes of awareness-building.

The attached MOU is provided as a recommended template.

**NC Works Career Coach Program
Memorandum of Understanding (MOU)
2015-16 and 2016-17 Fiscal Years**

This Memorandum of Understanding is entered into by the following parties for the purpose of placing community college career coaches in high schools to assist students with determining career goals and identifying community college programs that would enable students to achieve these goals:

Board of Trustees from the following Community College: _____

and the

Partnering Local Board of Education from the following Local School Administrative Unit:

Contact Person for Information Contained within the MOU:

Name: _____

Title: _____

Agency: _____

Phone Number: _____

Email Address: _____

The community college listed above will provide the following:

1. Hiring, training, and supervision of career coaches. The board of trustees may include a local board of education liaison on the hiring committee and in the decision-making regarding hiring for the coach positions.
2. 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.
3. Development of pedagogical materials and technologies needed to enhance the advising process.
4. Criminal background checks required by the local school administrative unit for employees working directly with students.
5. Agreement that, while on any school campus, the coach will obey all local board of education rules and will be subject to the authority of the school building administration

The local school administrative unit will provide the following to the coach:

1. Access to student records, as needed to carry out the coach's job responsibilities.
2. Office space on-site appropriate for student advising.
3. Information technology resources, including, but not limited to, Internet access, telephone, and copying.
4. Initial school orientation and ongoing integration into the faculty and staff community.
5. Promotion of school-wide awareness of coach duties.
6. Facilitation of coach's access to individual classes and larger assemblies for the purposes of awareness-building.

Statutory Annual Reporting Requirements:

The community college will prepare and submit a biannual report 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 counselled 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.

The LEA agrees to assist by providing appropriate data on impact of career coaches.

Termination Time Frame and Conditions:

Either party intending to terminate the MOU, will provide the other party with _____ days of notice prior to termination and detailed process for returning any unexpended funds.

Other Terms of the MOU: _____ Not Applicable _____ See Below

(Consider terms that may pertain to the plan for deployment, communication, marketing, evaluation plan, and professional development.)

Signature, Chairperson, Local Board of Education

Date

Signature, Chairperson, Local Board of Trustees of Community College

Date

The signed MOU must accompany the application for NC Works Career Coach Program Funding.