** AT-A-GLANCE - Middle School Career Exploration Strategic Alignment Process**

| **STEP** | **Meeting** |  **Participants** | **Meeting Goals and Outcomes** |
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| **1** | **Planning Session** * 60-90 min
* [Sample Agenda](https://www.arizonafuture.org/media/i0vl3sxe/step-1-district-planning-session-sample-agenda.docx)
* Resources:
	+ [MS Resources Prez](https://www.arizonafuture.org/media/jm5clfmz/career-exploration-resources-edited-rb.pptx)
	+ [Process Overview](https://www.arizonafuture.org/media/pflfemrp/process-overview.pdf)
	+ [AT-A-GLANCE](https://www.arizonafuture.org/media/tbdpovam/resources-at-a-glance.docx)
 | 1. Superintendent and/or Assistant Superintendent
2. District-level “Project Champion” who will serve as a point person and project manager
3. Middle School Principals
 | * Know who key partners and champions are
* Understand various roles and responsibilities
* Be able to articulate project goals, 8th grade outcomes, and project timeline
 |
| **2** | **Partner Overview** * 60 min
* [Sample Agenda](https://www.arizonafuture.org/media/zcuo2nc5/step-2-partner-overview-sample-agenda.docx)
* Resources:
	+ [MS Resources Prez](https://www.arizonafuture.org/media/jm5clfmz/career-exploration-resources-edited-rb.pptx)
	+ [Process Overview](https://www.arizonafuture.org/media/pflfemrp/process-overview.pdf)
	+ [Employer Engagement](https://www.arizonafuture.org/media/wncbsq3i/employer-engagement-framework.pdf)
	+ [Partner Worksheet](https://www.arizonafuture.org/media/clvdr2jj/partner-engagement-worksheet.docx)
 | 1. External Partners
2. Site-based Partners
3. District Leadership
4. Project Champions
 | * Know about AZ MS Career Exploration process
* Understand various levels of WBL engagement
* Be able to identify ways they can support MS students and educators in Career Exploration
 |
| **3** | **Design Lab*** 2+ hour (in-person)
* [Sample Agenda](https://www.arizonafuture.org/media/oplhcj4c/step-3-design-lab-sample-agenda.docx)
* Resources:
	+ [Process Overview](https://www.arizonafuture.org/media/pflfemrp/process-overview.pdf)
	+ [Design Lab Activity](https://www.arizonafuture.org/media/nprfycsy/design-lab-activity-sheet.docx)
	+ [Prototyping Template](https://www.arizonafuture.org/media/1ipdxvkz/prototyping-template.docx)
	+ [Broadening the Path](https://www.arizonafuture.org/media/trqlaos5/2020-broadening-the-path-report-snapshot.pdf)
	+ [AZ 5-8 Career Literacy Standards](https://www.arizonafuture.org/media/aqyjhozg/5-8-career-literacy-standards.pdf)
	+ [Employer Engagement](https://www.arizonafuture.org/media/wncbsq3i/employer-engagement-framework.pdf)
	+ [5-8 Career Literacy Graphic](https://www.arizonafuture.org/media/hych1h2q/5-8-career-literacy-graphic.pdf),
	+ [Example District Implementation Plan](https://www.arizonafuture.org/media/hq5blkw2/example-ms-career-exploration-plan.docx)
 | 1. Middle School Teams
2. Project Champions
3. Site-specific Partners
 | * Know about MS ECAP and district goals
* Understand how MS Career Exploration aligns with stakeholder needs and regional LMI data
* Be able to identify campus assets, district resources, partner org relationships to link and leverage for MS Career Exploration
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| **4** | **Resource Demo*** 60 min - virtual
* [Sample Agenda](https://www.arizonafuture.org/media/hpsjo3lo/step-4-resource-demo-sample-agenda.docx)
* Resources:
	+ [Resources DEMO Prez](https://www.arizonafuture.org/media/rkklcvdf/career-exploration-resources-demo-full.pptx)
	+ [Resource Review Worksheet](https://www.arizonafuture.org/media/rtgmmfau/resource-review-worksheet.docx)
 | 1. Middle School Teams
2. Project Champions
3. Site-specific Partners
4. Interested MS Staff
 | * Know more about available Career Exploration resources
* Understand how to access and implement resources
* Be able to follow up and explore resources on their own time before implementation planning
 |
| **5** | **Implementation Planning** * 5-10 hours in-person
* [Sample Process](https://www.arizonafuture.org/media/10zfonm2/step-5-implementation-planning-sample-agenda.docx)
* Resources:
	+ [Implementation Planning Guide](https://www.arizonafuture.org/media/aq2axgwt/implementation-planning-design-guide-part-1-2.docx)
	+ [Could→Should→Will](https://www.arizonafuture.org/media/mfcc04jb/could-should-will-map.docx)
	+ [Implementation Timeline](https://www.arizonafuture.org/media/de3jhdje/implementation-timeline-template.pptx)
	+ [Feedback Sheet](https://www.arizonafuture.org/media/ce5pmku4/feedback-sheet.docx)
 | 1. Middle School Teams
2. Project Champions (as needed)
3. Site Partners (as needed)
 | * Know your MS Career Exploration goals + BIG ideas
* Understand how to begin implementation with existing resources and Partner Org support
* Be able to articulate when, where, and how MS Career Exploration will happen Year 1
 |
| **6** | **Professional Development** TBD by site Implementation Plans | 1. Middle School Teams
2. Additional Staff (as needed)
3. Project Champion (as needed)
 | * Know how to use key resources
* Understand how to implement and get support
* Be able to access and utilize resources
 |
| **7** | **Celebration*** 60-90 min
* [Sample Agenda](https://www.arizonafuture.org/media/rimkdfx2/step-7-celebration-and-share-out-sample-agenda.docx)
 | 1. All Middle School Teams
2. District Leadership
3. Project Champions
4. Partner Orgs
 | * Know how each school is implementing
* Understand how Partner Orgs can plugin
* Be able to start identifying WBL collaborations
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