

LINKING LEARNING TO CAREERS - ROLES AND RESPONSIBILITIES MATRIX

A description of specific roles for key positions related to successfully implementing Linking Learning to Careers

	Transition Counselors	Youth Employment Specialists (YES)	Career Consultants	LLC Youth Employment Specialists (LLC YES)	Assistive Technology Specialists
VR Case Management	Counselor of Record for the VR case and manages guest access in Aware; serves as the hub for case information for CC, YES, others	Update and add to Aware documentation; communicate with Youth Team, as appropriate	Develops LLC Plan and manages other LLC documentation in and out of Aware; communicates to Youth Team, as needed	Update and add to Aware documentation; communicate with Youth Team, as appropriate	LLC and Aware documentation and communication, as appropriate
Connection with High Schools	Serves as the primary point of contact for all communication with schools to ensure clarity around roles	Provides a supporting role for communication with schools	Collaborates with TC and YES for communicating with schools; collaborates with school partners for LLC activities	Provides a supporting role for communication with schools; coordinates WBLEs with schools, as appropriate	Connects with CC for communicating with schools; coordinates with CC and TC for work within schools
Connection with Employers	Informed by Youth Team of relevant employer activity	Provides non-LLC enhanced employment services, as needed	Collaborates with Youth Team regarding appropriate job shadow, internships, and paid competitive job placement opportunities for students related to their LLC Plan	Provides outreach, individual planning, and arrangements for students for WBLEs and employment (e.g., job shadows; unpaid internships; employer-paid, competitive, integrated employment)	Provides on-the-job evaluation of AT needs, as appropriate
Connection with Post-Secondary Programs	Supports CC with core services as outlined in Pre-ETS manual, as needed	Supports CC with core services as outlined in Pre-ETS manual, as needed	Partners with colleges and universities to develop pathways to postsecondary education, including dual-enrollment and Intro to College and Careers options	Assists CC and students with exploration of training opportunities and post-secondary options	Provides post-secondary-based evaluation of AT needs, as appropriate
AT Process	Informed by Youth Team of relevant AT activity, supports as needed	Identifies AT employment related needs in collaboration with TC and CC	Completes referral to ATS and communicates with TC and YES about plan	Identifies AT employment related needs in collaboration with TC and CC	Provides consultation, assessment, on-the-job evaluation, delivery of assistive technology equipment, and follow-up for revision and to ensure appropriate equipment and use
General Student Focused Activities	Continues to provide core services as outlined in Pre-ETS manual, as needed	Continues to provide core services as outlined in Pre-ETS manual; may provide group or individual activities in collaboration with CC and LLC YES	Works directly with students on career exploration and development resulting in a completed LLC Plan	Provides LLC enhanced employment services; goal to have 1 of 3 WBLEs completed within the first 6 months after enrollment	Coordinates AT services in alignment with CC and YES activity
Assessments	Uses assessment measures to help students establish vocational objectives as outlined in Pre-ETS manual	Uses assessment measures to help students establish vocational objectives as outlined in Pre-ETS manual; may assist CC with additional assessments related to employment as needed	Coordinates assessments with Youth Team; uses specific CCV career and college assessment tools as supplements in collaboration with TC and YES	Uses assessment measures to help students establish vocational objectives as outlined in Pre-ETS manual; may assist CC with additional assessments related to employment as needed	Identifies and uses Assistive Technology-specific assessments in collaboration with Youth Team