

STAKEHOLDER	ROLES	RESPONSIBILITIES
Student	<p><b>Participate</b> actively in the ICAP process.</p> <p><b>Develop</b> an Individual Career Academic Plan.</p>	<p><b>Engage in</b> the complete ICAP process – Career Awareness - Interest Surveys, Career Cluster Exploration, Preparation and Planning Activities.</p> <p><b>Take</b> initiative for individual career goals.</p> <p><b>Engage</b> with the adult supporters.</p> <p><b>Ask</b> questions related to career interests and aspirations.</p>
Parent/Family	<p>Parents and family members <b>collaborate</b> with teachers, counselors and student to <b>explore, prepare and plan</b> for career and postsecondary options in the ICAP.</p>	<p><b>Participate</b> actively with student in the ICAP process.</p> <p>With student, <b>complete</b> online ICAP.</p> <p><b>Encourage &amp; influence</b> students’ completing surveys for student interests &amp; abilities.</p>
Principal	<p><b>Promote</b> successful implementation by demonstrating enthusiasm &amp; commitment.</p>	<p><b>Lead the ICAP process</b></p> <p><b>Set</b> priorities &amp; commitment</p> <p><b>Provide</b> support</p> <p><b>Encourage</b> participation</p>
Counselor	<p><b>Support</b> implementation with information and resources for teachers.</p> <p>Provide feedback to ICAP Team.</p>	<p><b>Engage</b> students, families &amp; teachers in the process.</p> <p><b>Act</b> as a resource and mentor to students.</p> <p><b>Facilitate</b> the ICAP process with school-wide participation.</p> <p><b>Provide</b> ongoing feedback to ICAP Team.</p>
Classroom Teacher	<p><b>Contribute</b> to successful implementation by providing feedback to ICAP team and referrals to counselors.</p>	<p><b>Encourage</b> students in their area of interest.</p> <p><b>Facilitate</b> conversation with students &amp; families.</p> <p><b>Act</b> as a resource and mentor to students.</p>
Special Education Teacher	<p><b>Contribute</b> to successful implementation by working together with all school staff.</p>	<p><b>Engage</b> with school personnel to collaborate and support the Individual Education Program and ICAP connections.</p> <p><b>Facilitate</b> conversations with students &amp; families regarding career goals, exploration, and preparation.</p> <p><b>Act</b> as a resource and mentor to students.</p>
Career Technology Center Teacher	<p><b>Contribute</b> to successful implementation by working with district staff.</p>	<p><b>Collaborate</b> with the school district to support the student career development processes for ICAP.</p> <p><b>Act</b> as a resource and mentor to students.</p>
Business & Community	<p><b>Provide</b> resources that support college and career preparation.</p>	<p><b>Provide</b> schools and students with opportunities for career-related experiences (field trips, guest speakers, internships, job shadowing, teacher externships, volunteer experiences).</p>
Tribal Education Liaison	<p><b>Provide</b> resources that support college and career preparation for American Indian students</p>	<p><b>Provide</b> schools and students with support and opportunities for career development and experiences within tribal nations (field trips, guest speakers, internships, job shadowing, teacher externships, volunteer experiences)</p>

### Career Development

Student	Parent	Teacher	District Rep.	Counselor	Principal	Employer
<ul style="list-style-type: none"> <li>• Create ICAP</li> <li>• Review and revise ICAP at least annually</li> </ul>	<ul style="list-style-type: none"> <li>• Support student ICAP</li> <li>• Review ICAP with student</li> </ul>	<ul style="list-style-type: none"> <li>• Integrate career curriculum</li> <li>• Provide career advising</li> <li>• Lead and engage in meaningful conversations</li> </ul>	<ul style="list-style-type: none"> <li>• Provide leadership at district level for teachers, counselors and administrators</li> <li>• Engage with workforce board</li> <li>• Coordinate WBL opportunities</li> <li>• Communicate LMI data</li> </ul>	<ul style="list-style-type: none"> <li>• Co-lead on site career development strategy</li> <li>• Coordinate career advising</li> <li>• Coordinate online tool</li> </ul>	<ul style="list-style-type: none"> <li>• Co-lead on site career development strategy</li> <li>• Support environment for career development</li> </ul>	<ul style="list-style-type: none"> <li>• Connect with district recruitment strategies</li> <li>• Create/Support WBL opportunities</li> </ul>
<p><b>Tools</b></p> <ul style="list-style-type: none"> <li>• OK Career Guide</li> <li>• OK College Start</li> <li>• Learning community online platform</li> </ul>	<p><b>Tools</b></p> <ul style="list-style-type: none"> <li>• OK Career Guide</li> <li>• OK College Start</li> <li>• Learning community online platform</li> </ul>	<p><b>Tools</b></p> <ul style="list-style-type: none"> <li>• Career curriculum</li> <li>• OK Career Guide</li> <li>• OK College Start</li> <li>• Teacher as advisor</li> <li>• Career Advising Toolkit</li> <li>• Learning comm. online platform</li> <li>• Career dev. module</li> </ul>	<p><b>Tools</b></p> <ul style="list-style-type: none"> <li>• Business Edu. Partnership Toolkit</li> <li>• Learning community online platform</li> <li>• Workforce briefs</li> <li>• Career dev. Module</li> </ul>	<p><b>Tools</b></p> <ul style="list-style-type: none"> <li>• Career Advising Toolkit</li> <li>• OK College Start</li> <li>• OK Career Guide</li> <li>• Career curriculum</li> <li>• Career dev. Module</li> <li>• Learning community online platform</li> </ul>	<p><b>Tools</b></p> <ul style="list-style-type: none"> <li>• School policy</li> <li>• Career development module</li> <li>• Learning community online platform</li> </ul>	<p><b>Tools</b></p> <ul style="list-style-type: none"> <li>• Learning community online platform</li> <li>• Business Education Partnership Toolkit</li> </ul>