

# Best Practices for Schools Joining Inspire

## Getting Started

Before your school district is ready to participate in a regional Inspire deployment, there are some best practices to consider to help you plan for success. Individual Inspire deployments may develop more rigorous requirements if and when it's appropriate. These basic standards—for activating a new school and/or new district—are guidelines intended to ensure a smooth transition incorporating Inspire's features into practice. They are as follows:

### 1. Identify a main Inspire contact within your district.

#### Purpose:

- This individual will serve as main contact and will provide leadership for the direction the school(s) take in utilizing the Inspire portion of Career Cruising.

#### Role:

- Communicate to Inspire admins how educators and students access and utilize the Inspire/Career Cruising tools over time throughout the district.
- Ensure there is someone available to respond to career-based learning experience (CBLE) requests as laid out in #2 below in the case of someone retiring or having a leave of absence.
- When appropriate, may appoint someone to create and/or maintain an Inspire profile or profiles for the school district (or do this themselves) and recruit potential online career coaches within the schools to represent educational occupations for the future workforce.
- May provide or organize professional development for other teachers who would like to learn about Inspire.

#### Who:

- The main Inspire contact could be a school-to-career coordinator, head counselor, director of curriculum, high school principal or the lead member of the school ACP team.
- In some districts, these duties may fall to the person also serving as the Inspire CBLE Coordinator as in #2 below.

**2. Identify the Career-Based Learning Experience (CBLE) Coordinator for each middle and high school** in your district that plans to participate. In addition, if the school has student advisors, the school district and/or school should decide whether or not to link student advisors to the CBLE process so that they also can receive and respond to requests generated by students.

#### Purpose:

- Provide a point of contact for CBLE requests between students and employers.

#### Role:

- The CBLE coordinator and/or advisors will monitor the career-based learning inquiries and requests from students to employers, and develop a protocol for responding to requests in a timely manner. [See sample protocol.](#)

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**Who:**

- The CBLE coordinator could be a counselor, teacher or other staff from the school.

**3. Identify businesses your school district already works with for Inspire recruitment.** In some cases, Inspire admins may ask the district to provide a list of potential business contacts for recruitment into Inspire. Alternately, a district may make introductions for Inspire admins and/or take ownership of the recruitment process. Either way, it is a good idea to participate at some level to make sure that businesses in your district's community participate in Inspire.

**Purpose:**

- The purpose for this exercise is to a) grow the Inspire deployment b) ensure that your students have access to nearby businesses and c) to ensure that local business partners gain access to the Inspire tools and the future workforce locally and throughout the state.

**Process:**

- Work with Inspire admins to determine the best way to approach businesses.

**Who:**

- School personnel, Inspire admin in collaboration with schools, the local Chamber or similar business association or the Lions Club/Rotary/etc.

**4. Review your district's policies surrounding liability issues relating to CBLEs.** DPI will provide a sample of a legal standard agreement for CBLEs where students will be volunteers or employees, likely by the end of 2018 associated with the new Employer Guide.

**Purpose:**

- To align expectations and policies between Inspire deployments and schools in relation to career-based learning experiences and potential liabilities.

**Process:**

- Inspire deployments all perform background checks for anyone who wants to serve as an online career coach, provide CBLEs and/or send messages to students via the Career Cruising platform.
- It's important that school personnel understand that Inspire deployments cannot guarantee that a student participating in a CBLE will only be with those individuals who have been cleared by the regional Inspire team during the activity.
- Inspire admins should have in place a policy on the types of offenses that show up on a background check that would bar a potential Community Business Partner from gaining access to Inspire features that allow contact with students that they can share with schools.

**Who:**

- Agreement on policies and procedures should be discussed between Inspire contact and school administration officials.

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**5. Adequate training should take place for any staff who will interact with Inspire.** The training process and plan for Inspire-specific portions of Career Cruising may be delivered by the regional Inspire admin team although CESA representatives may also deliver this training when appropriate. Adequate educator training will demonstrate:

- How to use the Inspire tools within a Career Cruising CAMS account from the perspectives of CBLE coordinators, counselors, teachers and any other staff who will be using Inspire.
- How to use the Inspire tools from a student's perspective.
- Process that takes place for the student, [the CBLE Coordinator](#), advisor and the employer/ Career Coach when a request is made or a question is asked by a student.
- [Process for leveraging the career coach message boards](#) with students and a protocol for handling flagged messages. When a student posts an inappropriate message, network admins and career coaches may flag the message so that school personnel can address it with the student.
- Recommended ways to utilize Inspire in classrooms, counseling sessions and other times throughout the school year. Introduce relevant resources and materials that will help schools use Inspire effectively.

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Please visit [www.inspirewisconsin.org](http://www.inspirewisconsin.org) for your region's admin contact information and more.