

Mary Heller
Montana Ready Coordinator
Montana Office of Public Instruction
mary.heller@mt.gov
Office: (406) 431-0505
Mobile: (405) 399-0640



OFFICE OF PUBLIC INSTRUCTION WORK BASED LEARNING REGIONAL CAREER COACHES

1. Expand funding to support Work Based Learning (WBL) Career Coaches that will work in designated regions of the state
2. Continue and expand working with schools, parents, counselors, students, businesses and industries to have students sign up for Montana Ready
3. Collect data including and not limited to:
 - a. Number of students exposed to WBL opportunities
 - b. Number of students registered for WBL
 - c. What CTE program or class designated for earned credit(s)
 - d. How many credits, half-credits, etc.
 - e. How many students are registered in
 - i. Pre-apprenticeship
 - ii. Apprenticeship
 - iii. Dual Enrollment with a post-secondary institution
 - f. How many are aligned or participating in a CTSO
 - g. What and how many businesses and industries are participating
 - h. Post-graduation placement
4. Expand contacts with all participating districts and students throughout school year
5. Expand partnership and continue to work collectively with the DLI Business and Education Engagement team and Registered Apprenticeship program
6. Work collaboratively with OCHE and 2-year colleges
7. Expand partnership and continue to work collaboratively with private sector businesses and associations and other partners including, but not limited to:
 - a. Reach Higher Montana
 - b. Montana Digital Academy
 - c. Accelerate Montana
 - d. Montana Contractors Association
 - e. Montana Chamber of Commerce
 - f. Montana Automobile Dealerships Association
 - g. Montana Hospital Association

Montana Ready Regional Work Based Learning Career Coaches

Qualifications They Bring To the Table

Work-base Partnership Development has been demonstrated in their knowledge and/or experience. Therefore, each coach will be able to tackle the following tasks:

- Develop and maintain WBL recruiting procedures with school administrators, teachers, counselors, parents, students, and business/industry.
- Partner with the Montana Department of Labor and Industry, private employers, and other pertinent stakeholders to plan and implement WBL opportunities.
- Work collaboratively with Career and Technical Student Organizations (CTSOs) of each school and assist in partnerships with business/industry.
- Assist with engaging student WBL experiences with active CTSOs in regional schools and active student participation in CTSO.
- Gather and report evidence of the impact of the work-based interventions on an ongoing basis, particularly for disproportionately impacted students.

Career Coaching has been demonstrated in their knowledge and/or experience. Therefore, each coach will be able to tackle the following tasks:

- Provide career pathway development guidance for high school and adult education students through development of a personal portfolio through the Montana Career Information System.
- Schedule and attend college campus tours and industry tours with students.
- Assist with coordinating job shadowing and other work-based learning opportunities for students to include Worlds of Work (WOW) events.
- Monitor and maintain the career coach budget and data reporting.

School-based Supports has been demonstrated in their knowledge and/or experience. Therefore, each coach will be able to tackle the following tasks:

- Assist guidance counselors, parents, and students with college admissions, financial aid—including Free Application for Federal Student Aid (FAFSA)—and registration procedures.
- Provide information to educators, students, and their families regarding the current job market and career choices using Montana Department of Labor and Industry Labor Market Information (LMI) data.
- Conduct classroom presentations promoting college and career programs and activities.
- Attend appropriate regional committees and advisory boards.

