



Career Discovery Solutions

A Racine Unified School District / Rotary International Partnership

Guidelines: CDS Middle School Administrators

Directing Principal

- Assures that an Assistant Principal and a Lead Teacher are appointed each school year for the Career Discovery Solutions program.
- Schedules WISCAREERS testing in order to survey students' career interests. This should be done in the spring semester with 7th graders so that the results can be used in planning CDS projects for the next school year when these students are 8th graders.

Assistant Principal

- Serves as a liaison between the school and the Rotary Club
- Develops complete CDS project schedule in the spring semester for the next school year.
- Selects which teachers will be assigned to CDS projects and what the teacher teams will be.
- Compiles WISCAREER test results and determines Top 10 career interests. Meets with Rotarians to decide which career clusters will be scheduled for actual CDS projects in the next school year.
- Arranges for substitute teachers when needed while regular teachers are working with student teams on CDS projects.
- Works with district CTE Office to arrange transportation for visits of student teams to host organizations.
- Works with district CTE Office to budget funding for lunch outside the school when student teams visit host organizations.

Lead Teacher

- For teachers new to the CDS program, helps them get familiar with CDS Model and procedures.
- Helps Assistant Principal with administrative tasks as requested.
- Based on own experience and comments from other teachers, provides feedback to Rotary Club with suggestions for making further improvements in the CDS program.