

Scope and Sequence

Pittsburgh Public Schools
2023-2024 School Year

School: _____

Naviance Implementation: District Asks

Pittsburgh Public Schools

Career Readiness Indicator for the Future Ready PA

- **The Career Readiness Indicator** – recognizes efforts to ensure that all students have access to career exploration and preparation activities that are standards-aligned and evidence-based, including the development of career plans and portfolios that help students identify pathways and opportunities for postsecondary success.
- **Scope and Sequence** – All PA districts will provide a series of planned instruction aligned with the academic standards in each subject that is coordinated, articulated, and implemented in a manner designed to result in achievement at the proficient level by all students.
- **Data Reporting and Monitoring** – School entities are responsible for reporting individual student data into PIMS to verify the career readiness benchmark was met by each individual student by the end of grades 5, 8, and 11. School entities will be able to submit data regarding students’ status for the Career Readiness Indicator throughout the school year, until the final PIMS collection window in June.
- **The Academic Standards for Career Education and Work** – Reflect the increasing complexity and sophistication that students experience as they progress through school. Career Education and Work Standards describe what students should know and be able to do at four grade levels (3, 5, 8 and 11) in four areas: 13.1 Career Awareness and Preparation, 13.2 Career Acquisition (Getting a Job), 13.3 Career Retention and Advancement, 13.4 Entrepreneurship

Future Ready PA Index/ESSA Task Alignment

| | Completed by the End of 5 th Grade | | | Completed by the End of 8 th Grade | | | Completed by the End of 11 th Grade | | |
|---|---|--|---------------------------|---|---------------------------|---------------------------------------|--|---|---------------------------|
| | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 13.1 Career Awareness and Preparation | Why is College Important | | Letter to my Future Self | Academic Inventory | Cost of College | Paying for College | CTE Program Review Strengths Explorer | MI Advantage | SuperMatch College Search |
| 13.2 – Career Acquisition | Learning About Jobs | Learning About Jobs | Learning About Jobs | Learning About Jobs | Learning About Jobs | Learning About Jobs | Goal Setting | Goal Setting | Resume and Cover Letter |
| | | | Goal Setting | | | | | | |
| | | | ISSP | Goal Setting | ISSP | | | | |
| 13.3 – Career Retention and Advancement | I Am Unique Because | Lifelong Learning Being a Team Player | Creating a Budget | Budgeting and Pay Statement Reflection | Learning Styles Inventory | Do What You Are Role of a Teammate | Pathways to Promise Eligibility | Post-Secondary Institution Profile Scavenger Hunt | Build a Budget |
| 13.4 - Entrepreneurship | | | Defining Entrepreneurship | | | Roadtrip Nation Entrepreneurs | | | Becoming an Entrepreneur |

Naviance Scope and Sequence: Elementary School

Grade 3

| Deadline | Activity | Description |
|---------------|---------------------------|--|
| December 15th | I am unique because... | Students will begin thinking about their skills, hobbies, and interests. Task complete once a student completes a reflection survey in Naviance Student. |
| February 23rd | Why is College Important? | Students will learn about and be able to explain why education and training plans are important to careers. Task is marked complete when the student completes a custom survey. |
| May 24th | Learning about Jobs | Students will identify careers that they're interested in learning more about. Lesson will discuss the various resources (internet, career fair, etc.) they can use to find more information about their identified job. Task is marked complete when the student completes a custom survey. |

Grade 4

| Deadline | Activity | Description |
|---------------|--|--|
| December 15th | Lifelong Learning Group Project (Part 1) | In groups, students will identify careers that they're interested in learning more about. Together, the group will answer exploratory survey questions about the career, specifically focusing on the education needed to obtain the career. Task is marked complete when the student completes a custom survey. |
| February 23rd | Being a Team Player (Part 2) | Students will reflect on their "Lifelong Learning Group Project," discussing what they liked and did not like about working on a team. Task is marked complete when the student completes a custom survey. |
| May 24th | Learning about Jobs | Students will identify careers that they're interested in learning more about. Lesson will discuss the various resources (internet, college fair, etc.) they can use to find more information about their identified job Task is marked complete when the student completes a custom survey. |

Grade 5

| Deadline | Activity | Description |
|---------------|---|--|
| December 15th | Individual Student Success Plan - Transition to Middle School | Students will review their ISSP and Career Plan form with their assigned counselor. Students will reflect on their career development and their next steps as they enter middle school Task is marked complete when the student completes a custom survey. |
| December 15th | Goal Setting and the Pittsburgh Promise | Students will learn about SMART goals, their components, and how to track their progress. Students will learn about the requirements for the Pittsburgh Promise and set a goal on how they will be eligible for the Pittsburgh Promise for college. Task 1 is marked complete when the student creates a goal under the Pittsburgh Promise SMART goal category Task 2 is marked complete when the student creates a goal under the Academic SMART goal category Task 3 is marked complete when the student creates a goal under the Career SMART goal category |
| February 23rd | A Letter to my Future Self | Students will think and reflect on their future career goals. From this reflection, students will write a letter to their future self, explaining their passions. Task is marked complete when the student completes a custom survey. |
| February 23rd | Defining Entrepreneurship | Students will learn about what an entrepreneur is and what an entrepreneur does to sell their goods. Task complete once a student completes a reflection survey in Naviance Student. |
| April 26th | Creating a Budget | Using a sample budget provided, students will reflect on their budget, how to set a budget, and the resources they must use to plan for their expenses Task complete once a student completes a reflection survey in Naviance Student |
| May 24th | Learning about Jobs | Students will identify careers that they're interested in learning more about. Lesson will discuss the various resources (internet, college fair, etc.) they can use to find more information about their identified job Task is marked complete when the student completes a custom survey. |

IMPORTANT NOTE:

- Students are required to complete **two (2) tasks** in **grades 3, 4, 6, and 7, 9 and 10.**
 - **One of the two tasks must be the following:**
 - Grade 6: Career Cluster Finder & Reflection
 - Grade 7: Learning Styles Inventory & Reflection
 - Grade 9: StrengthsExplorer Assessment & Reflection
 - Grade 10: MI Advantage Assessment & Reflection
- Students must complete **all tasks** in reporting **grades, 5, 8, 11 and grade 12.**
- Students new to our district, must complete all tasks assigned in that grade level.

Naviance Scope and Sequence: Middle School

Grade 6

| Deadline | Activity | Description |
|---------------|--|--|
| December 15th | Goal Setting | Students will learn about SMART goals, their components, and how to track their progress Task 1 is marked complete when the student creates a goal under the Academic SMART goal category Task 2 is marked complete when the student creates a goal under the Career SMART goal category |
| February 23rd | Academic Inventory Survey | Students complete an informal survey that asks them to take stock in their academic performance. Students will be asked questions about how their academic interests and abilities relate to their careers. Task is marked complete when the student completes a custom survey. |
| February 23rd | Career Cluster Finder & Reflection | Students will complete the Career Cluster Finder assessment Task 1 complete once a student completes the Career Cluster Finder Assessment Task 2 complete once a student completes a reflection survey in Naviance Student |
| May 24th | Budgeting and Pay Statement Reflection | Students will analyze sample budgets and pay statements to learn more about their components. Task is marked complete when the student completes a custom survey. |
| May 24th | Learning about Jobs | Students will identify careers that they're interested in learning more about. Lesson will discuss the various resources (internet, college fair, etc.) they can use to find more information about their identified job Task is marked complete when the student completes a custom survey. |

Grade 7

| Deadline | Activity | Description |
|---------------|---------------------------------------|--|
| December 15th | Goal Setting | Students will learn about SMART goals, their components, and how to track their progress Task is marked complete when the student creates a goal under the Academic SMART goal category Task is marked complete when the student creates a goal under the Career SMART goal category |
| January 24th | Non-CTE Survey | Students will complete a custom survey to share any industry-recognized credentials they may have been awarded. Task is marked complete when the student completes a custom survey |
| February 23rd | Learning Style Inventory & Reflection | Students will complete the Learning Style Inventory assessment Task 1 complete once the student completes the Learning Style Inventory Assessment Task 2 complete once a student completes a reflection survey in Naviance Student |
| May 24th | Cost of College | Students will learn about the different costs of college programs (4-year, 2-year, certificate, in-state, out-of-state). Students will discuss how traditional v. non-traditional options relate to their career goals. Task is marked complete when the student completes a custom survey. |
| May 24th | Learning about Jobs | Students will identify careers that they're interested in learning more about. Lesson will discuss the various resources (internet, college fair, etc.) they can use to find more information about their identified job Task is marked complete when the student completes a custom survey. |

Grade 8

| Deadline | Activity | Description |
|---------------|---|---|
| December 15th | Individual Student Success Plan – Transition to High School | Students will review their ISSP and Career Plan form with their assigned counselor. Students will reflect on their career development and their next steps as they enter high school Task is marked complete when the student completes a custom survey. |
| December 15th | Pathways to Promise SMART Goal | Students learn about the Promise Scholarship and set a goal for themselves that aligns with the Promise Scholarship requirements Pittsburgh Promise video located in Naviance Student task Task is marked complete when the student creates a goal under the Pathways to Promise SMART goal category |
| January 24th | Non-CTE Survey | Students will complete a custom survey to share any industry-recognized credentials they may have been awarded. Task is marked complete when the student completes a custom survey |
| February 23rd | RoadTrip Nation Entrepreneurs | Students will watch at least 3 RTN videos in the "Entrepreneur" category. Students will reflect on the leaders' characteristics and opportunities Task is marked complete when the student completes a custom survey. |
| February 23rd | Paying for College (Part 1) | Students will form groups to identify the different types of ways to pay for college using the College Profiles in Naviance Task is marked complete when the student completes a custom survey. |
| February 23rd | The Role of a Teammate (Part 2) | Task complete once a student completes a reflection survey in Naviance Student |
| April 26th | Do What You Are Assessment & Reflection | Task 1 complete once the student completes AchieveWorks Personality (DWYA) assessment Task 2 complete once a student completes a reflection survey in Naviance Student |
| May 24th | Learning about Jobs | Students will identify careers that they're interested in learning more about. Lesson will discuss the various resources (internet, college fair, etc.) they can use to find more information about their identified job Task is marked complete when the student completes a custom survey. |

IMPORTANT NOTE:

- Students are required to complete **two (2) tasks** in **grades 3, 4, 6, and 7, 9 and 10.**
 - **One of the two tasks must be the following:**
 - **Grade 6:** Career Cluster Finder & Reflection
 - **Grade 7:** Learning Styles Inventory & Reflection
 - **Grade 9:** StrengthsExplorer Assessment & Reflection
 - **Grade 10:** MI Advantage Assessment & Reflection
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- Students new to our district, must complete all tasks assigned in that grade level.

Naviance Scope and Sequence: High School

Grade 9

| Deadline | Activity | Description |
|---------------|---|---|
| December 15th | Goal Setting | Students will learn about SMART goals, their components, and how to track their progress Task 1 is marked complete when the student creates a goal under the Academic SMART goal category Task 2 is marked complete when the student creates a goal under the Career SMART goal category |
| January 24th | Non-CTE Survey | Students will complete a custom survey to share any industry-recognized credentials they may have been awarded. Task is marked complete when the student completes a custom survey |
| February 23rd | Pathway to Promise Eligibility | Students examine the Pittsburgh Promise scholarship requirements in comparison to their own career and academic portfolio. Pittsburgh Promise video located in Naviance Student task Task complete once a student completes a reflection survey in Naviance Student |
| February 23rd | Create a Resume and a Cover Letter | Students will learn about the documents needed to apply to jobs, creating their own documents Task 1 is marked complete when the student completes a resume in the Resume Builder tool Task 2 is marked complete when the student uploads a Cover Letter |
| May 24th | CTE Program Review and Reflection | Students will complete a custom survey after completing CTE program visits/tours and identify CTE programs of interest. CTE virtual tour located in Naviance Student task Task complete once a student completes a reflection survey in Naviance Student |
| May 24th | StrengthsExplorer Assessment & Reflection | Student completes the StrengthsExplorer assessment and reflects on their results. This assessment cannot be re-administered or reset Task 1 is marked complete when the student completes the StrengthsExplorer assessment Task 2 is marked complete when the student completes a reflection survey |

Grade 10

| Deadline | Activity | Description |
|---------------|---|--|
| December 15th | Goal Setting | Students will learn about SMART goals, their components, and how to track their progress Task 1 is marked complete when the student creates a goal under the Academic SMART goal category Task 2 is marked complete when the student creates a goal under the Career SMART goal category |
| January 24th | Non-CTE Survey | Students will complete a custom survey to share any industry-recognized credentials they may have been awarded. Task is marked complete when the student completes a custom survey |
| February 23rd | MI Advantage assessment and Reflection | Student completes AchieveWorks Intelligences (previously MI Advantage) and reflects on their results Task 1 is marked complete when the student completes the AchieveWorks Intelligences assessment Task 2 is marked complete when the student completes a reflection survey |
| May 24th | Post-Secondary Institution Profile Scavenger Hunt | Student completes the MI Advantage assessment and reflects on their results Task 1 is marked complete when the student completes a reflection survey Task 2 is marked complete when the student saves at least 3 institutions to their "Colleges I'm Thinking About" list |

Grade 11

| Deadline | Activity | Description |
|---------------|--|--|
| December 15th | Individual Student Success Plan | Students will review their ISSP and Career Plan form with their assigned counselor. Students will reflect on their career development Task is marked complete when the student completes a custom survey. |
| December 15th | Goal Setting | Students will learn about SMART goals, their components, and how to track their progress Task 1 is marked complete when the student creates a goal under the Academic SMART goal category Task 2 is marked complete when the student creates a goal under the Career SMART goal category |
| January 24th | Non-CTE Survey | Students will complete a custom survey to share any industry-recognized credentials they may have been awarded. Task is marked complete when the student completes a custom survey |
| February 23rd | Becoming an Entrepreneur | Students will learn about the components of a business plan. Students will create a business plan in a Naviance survey Task is marked complete when the student completes a custom survey. |
| February 23rd | SuperMatch College Search and Reflection | Students will complete a post-secondary institution search using the SuperMatch College Search tool Task 1 is marked complete when the student completes a search using the SuperMatch tool Task 2 is marked complete when the student completes a custom survey |
| April 26th | Build a Budget | Students will research career, noting average salaries. Salary information will be used to create sample budgets Task complete once a student completes a reflection survey in Naviance Student |

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 - Grade 9: StrengthsExplorer Assessment & Reflection
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- Students must complete **all tasks** in reporting **grades, 5, 8, 11 and grade 12.**
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Naviance Scope and Sequence: High School

Grade 12

| Deadline | Activity | Description |
|---------------|------------------------|--|
| December 15th | Beginning Senior Year | Students will answer survey questions about the “3 E’s” including employment, enlistment, and enrollment Task is marked complete when the student completes a custom survey |
| December 15th | Goal Setting | Students will learn about SMART goals, their components, and how to track their progress Task 1 is marked complete when the student creates a goal under the Academic SMART goal category Task 2 is marked complete when the student creates a goal under the Career SMART goal category |
| January 24th | Non-CTE Survey | Students will complete a custom survey to share any industry-recognized credentials they may have been awarded. Task is marked complete when the student completes a custom survey |
| January 24th | Apply to Scholarships | Students will review scholarships posted within Naviance and will apply to at least two. This task is marked complete when scholarships are added to Scholarship Applications by the student |
| February 23rd | College Fair or Visit | Students will learn more about different post-secondary institutions by attending a college fair or meeting with a college representative Task is marked complete when the student attends a college visit/ fair. Task completion is tracked through Naviance RepVisits and/or attendance to District College Fair |
| February 23rd | Apply to College | Students will apply to colleges in Naviance Student to request college materials Task is marked complete when the student adds at least 1 college to their “Colleges I’m Applying To” list |
| May 24th | Financial Aid Workshop | After attending a financial aid workshop, students will complete a custom survey to reflect on what they’ve learned Task is marked complete when the student completes a custom survey |
| May 24th | Graduation Survey | Students will reflect on their time at PPS and enter information about their post-secondary next steps Task is marked complete when the student completes a custom survey |

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