

Scope and Sequence

Pittsburgh Public Schools
2022-2023 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	MI Advantage	SuperMatch College Search
							Strengths Explorer		
13.2 – Career Acquisition	Learning About Jobs	Learning About Jobs	Learning About Jobs	Goal Setting	Learning About Jobs	Learning About Jobs	Goal Setting	Goal Setting	Goal Setting
			Goal Setting			Goal Setting			
			ISSP	ISSP					
13.3 – Career Retention and Advancement	I Am Unique Because	Lifelong Learning	Creating a Budget	Budgeting and Pay Statement Reflection	Learning Styles Inventory	Do What You Are	Pathways to Promise Eligibility	Post-Secondary Institution Profile Scavenger Hunt	Build a Budget
		Being a Team Player				Role of a Teammate			
13.4 - Entrepreneurship			Defining Entrepreneurship			Roadtrip Nation Entrepreneurs			Becoming an Entrepreneur

Naviance Scope and Sequence: Elementary School

Grade 3

Deadline	Activity	Description
December 17th	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 25th	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 27th	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 17th	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 25th	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 27th	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 17th	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 17th	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 25th	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 25th	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 29th	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 27th	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 17th	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 25th	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 25th	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 27th	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 27th	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 17th	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 28th	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 25th	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 27th	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 27th	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 17th	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 17th	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 28th	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 25th	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 25th	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 25th	The Role of a Teammate (Part 2)	Task complete once a student completes a reflection survey in Naviance Student
April 29th	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 27th	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.

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 - **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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Naviance Scope and Sequence: High School

Grade 9

Deadline	Activity	Description
December 17th	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 28th	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 25th	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 25th	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 27th	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 27th	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 17th	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 28th	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 25th	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 27th	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 17th	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 17th	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 28th	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 25th	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 25th	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 29th	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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- 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 17th	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 17th	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 28th	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 28th	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 25th	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 25th	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 27th	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 27th	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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