Role
The College and Career Coach, designated by the School Principal, is responsible for ensuring administration of the EXPLORE at the participating school, and supporting students and parents in the successful transition to high school. All information from NAU GEAR UP EXPLORE Program will be disseminated by the EXPLORE District Liaison.

Responsibilities

- Meet with Principal or designee to discuss and decide location, time, structure, format, etc., necessary to ensure successful administration of the EXPLORE at the school (on or before September 1, 2014).
- Receive, prepare and secure test materials/labels according to instructions and standards communicated by ACT. Review EXPLORE Supervisor’s Manual (on or before Sept. 17, 2014).
- Participate in live test administration webinar on September 17, 2014. Ensure teachers or other staff serving as test administrators view the test administration webinar (live or recorded). Communicate testing procedures/expectations to staff designated to administer the EXPLORE, and make any arrangements necessary to accommodate the testing plan (prior to chosen test date).
- Mail all score sheets to ACT upon completion of testing (within 24 hours of testing).
- Store used test booklets (with student names on them) in secure location for later use with students when explaining results.
- On or before November 1, 2014, order College and Career Planning Guides and PreECAP forms for all participating schools in the district, according to ordering instructions provided by NAU. (Note: There is no cost to the district or schools for these items).
- Participate in training on interpretation and explanation of EXPLORE results to students and parents:
  a) Experienced College and Career Coaches who have attended at least one Regional Workshop in the prior three years, view a ‘refresher’ webinar between December 10, 2014 and January 2015.
  b) New College and Career Coaches participate in a Regional Workshop in January 2015.
- Ensure that each student completing the EXPLORE assessment receives a copy of his/her score report, test booklet, and a copy of the ACT booklet entitled “Using Your EXPLORE Results” (January - April 2015).
- Develop/Implement plan to interpret EXPLORE results with students (and parents), and use results to develop individual Pre- Education and Career Action Plan (PreECAP) with students; be prepared to document success in meeting participation benchmarks. (January – April 2015).
- Develop/implement plan to have students’ EXPLORE results and/or PreECAPs inform the high school registration (transition) process.
- Prepare and submit EXPLORE School Report to District Liaison (April 30, 2015).