



ASPIRE Year-at-a-Glance: MS Coordinators

Key tasks and ideas for Middle School ASPIRE program development

The ASPIRE Year-at-a-Glance is a general overview of what ASPIRE coordinators activities/tasks may look like. Each site will have different priorities and goals.

Events and ideas for your ASPIRE/College & Career Center:

- Career and industry presenters
 - *Consider partnering with CTE or core teachers and then offering to general students who are interested*
- Lunchtime workshops/seminars

ASPIRE Toolbox and Resources:

- The ASPIRE Website page houses our [College Toolkit](#), [Career Toolkit](#), [Middle School Student Tracker](#), and more
- ASPIRE Mini-Lessons- These are short worksheets and activities that can be used with students. Mini-Lessons come with facilitator instructions and student handouts and cover a variety of topics including career exploration.
 - *Have ideas for new topics? We want to grow our list of lessons/activities for sites to use – send your ideas to your ASPIRE Access Specialist.*

OSAC Resources: <https://oregonstudentaid.gov/resources/>

- Order ASPIRE, OSAC, and partner materials
- Webinars – Seasonal and topical opportunities for students, families, or CCR staff
- Request Presentations – Based on staff availability, OSAC/ASPIRE staff will come to your site to present presentations on Future Ready/Building a Foundation, Options Beyond HS, and more.

Ongoing Training:

- Attend Coordinator Connections and drop-in Community Connections, or view recordings
 - *Make sure to checkout our [Promising Practices for Middle Schools Video](#)*
- Attend other ASPIRE Webinars
- As needed – connect with your ASPIRE Access Specialist

Coordinator Self-care:

Remember you don't have to do this alone- ask for help and make good use of the ASPIRE/OSAC resources. Here are some other self-care tips-

- Identify collaborators in your building that you can go to for help/assistance or to listen
- Identify your priorities (with the help of your ASPIRE Access Specialist & site administrator) and do those things well before adding more to your plate
- Leave work at work!

Contact your ASPIRE Access Specialist with any questions.



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<p>September <i>Back to School</i></p> <ul style="list-style-type: none"> • Order ASPIRE/OSAC materials as needed • Register/attend ASPIRE Fall Conference • Get to know your Site Staff • Plan a time to meet your AS • Build ASPIRE Awareness <ul style="list-style-type: none"> - Create a CCR visual presence (career/college décor, etc.) - Staff engagement 	<p>October</p> <ul style="list-style-type: none"> • Parent/caregiver communication about ASPIRE • Classroom introduction presentations – Advisory, AVID, CCR classes, etc. • Make connection with HS ASPIRE Coordinator and/or counselor • Mentor recruitment/training • Publicize local/virtual college and/or career fairs 	<p>November <i>Career Development Month</i></p> <ul style="list-style-type: none"> • Career assessments and exploration • Students begin career research project • Recruit and plan career presentations • Military focused event (consider around Veterans Day) • Review mini-lesson options on ASPIRE website
<p>December <i>Financial Aid/Literacy Month</i></p> <ul style="list-style-type: none"> • Provide MS Checklist • Information about Oregon College Savings Plan • Plan and publicize family/caregivers' event in January • Career presenters (classroom and/or events) 	<p>January <i>Mentoring Month</i></p> <ul style="list-style-type: none"> • ASPIRE Reporting (Jan 15) • Mentor appreciation and outreach event • Essay activity/mini lesson • Student & family/caregiver ASPIRE/CCR college/career night (Fin Aid info, students share completed career projects, etc.) • Connect w/ local career professionals to showcase pathways to students 	<p>February <i>Career Technical Education Month</i></p> <ul style="list-style-type: none"> • Forecasting for next academic year • Host HS student panel to talk about HS experience • Local career pathway showcase/presentations • Utilize Career Journeys • Highlight MS/HS CTE classes in event or classroom presentations
<p>March</p> <ul style="list-style-type: none"> • Offer HS readiness events to 8th grade students/visit HS • Community service focus – identify ways for students to serve • Social media education for students and parents 	<p>April</p> <ul style="list-style-type: none"> • Career & College Week (dress up days, teacher career & college talk) • ASPIRE mentor survey • ASPIRE Regional Meeting • Plan 8th grade promotion celebration and activities 	<p>May</p> <ul style="list-style-type: none"> • ASPIRE Reporting (May 15) • Create calendar for next academic year events/reserve & place on school calendar • Identify ASPIRE program goals and priorities for next academic year
<p>June</p> <ul style="list-style-type: none"> • 8th Grade promotion celebration and activities • Summer social media posts 	<p>July <i>Summer Break</i></p>	<p>August</p> <ul style="list-style-type: none"> • Meet with CCR admin, staff, and counselors to promote priorities for year and seek opportunities for collaboration



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