



Career Launch Pathway

Best Practice Guide

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Career Launch Pathway

Overview

The **JCPS Career Launch Pathway** is a comprehensive course of study designed to equip students with essential skills and knowledge for success in the 21st-century workforce. It combines classroom instruction, hands-on projects, and real-world work experiences. This individualized pathway focuses on developing strong career skills and financial literacy, offering authentic work experience through community engagement opportunities. It ensures students receive the support and guidance necessary to reach their postsecondary goals (as identified in Individualized Learning Plans) and thrive in their chosen career paths.

Please Note: The Career Launch Pathway is a JCPS pathway and is not recognized by KDE's Office of Career and Technical Education as an official CTE pathway. However, it is still a viable path to Postsecondary Readiness while aligning with other state initiatives, such as the [Kentucky Academic Standards for Career Studies](#).

Structure

The Career Launch Pathway is structured around the [Kentucky Academic Standards for Career Studies](#) and a student's postsecondary goals listed in their Individualized Learning Plan (ILP). It is designed to be a flexible four (4) course/credit pathway and courses are not required to be taken in any particular order.

- **Three (3) Courses/Credits** Aligned with each of the Career Studies Domains:
 - **Careers**
 - Possible Courses Include (*But Not Limited to*):
 - [909999 Career Choices \(Launch\)](#)
 - [800015](#) Dual Credit Oral Communications
 - [901005 Experience-Based Work \(Career Development\)](#)
 - [231111](#) Technical English
 - [800015](#) Dual Credit Oral Communications
 - Course Aligned to Student Postsecondary Goal
 - **Essential Skills**
 - Possible Courses Include (*But Not Limited to*):
 - Any Course from Careers (*Listed Above*)
 - Any Course from Work-Based Learning (*Listed Below*)
 - Course Focused on Work Habits, Study Skills, Communication and Goals

- **Financial Literacy**
 - Possible Courses Include (*But Not Limited to*):
 - [080719](#) Financial Literacy (Previously named Personal Finance)
 - *May award both an elective credit in financial literacy and a third or fourth-year personalized math credit*
 - [201011](#) Financial Literacy for Mathematics (Previously named Money Skills for Math)
 - *May award both an elective credit in financial literacy and a third or fourth-year personalized math credit*
 - [060170](#) Personal Finance
 - See [KDE Financial Literacy Course Code Guide](#) for a full list of approved Financial Literacy courses
- **One (1) Course/Credit** in Work-Based Learning:
 - [901005](#) [Experience-Based Work \(Launch Capstone\)](#)
 - [500317](#) Dance - Workplace Experience/Internship
 - [500530](#) Theatre - Workplace Experience/Internship
 - [500730](#) Visual Arts - Workplace Experience/Internship
 - [500940](#) Music - Workplace Experience/Internship

Please Note: [909999 Career Choices \(Launch\)](#), [901005 Experience-Based Work \(Career Development\)](#), and [901005 Experience-Based Work \(Launch Capstone\)](#) are specifically designed for the Career Launch Pathway. Schools who have been approved to offer the pathway should review the course descriptions for each of the specialized Launch courses and may use them for students enrolled in the pathway as designated.

Postsecondary Readiness (PSR)

Career Launch is designed to provide multiple paths to postsecondary readiness.

- **Industry Certification:** Align with Student's Postsecondary Goal(s)
 - Possible Certifications
 - AAFCS Pre-PAC Personal and Family Finance
 - NOCTI - Healthcare Core
 - ServSafe Food Manager
 - See full [KDE-approved Industry Certification List](#)
- **Dual Credit:** Both Academic and Career Dual Credit Courses
 - Must complete one (1) of the approved dual credit courses with a letter grade of "C" or higher
 - Must be approved by the High School Office
 - [KDE's Academic Dual Credit List](#)

- [KDE's Career Dual Credit List](#)
 - **Work-Based Learning:** 300+ Hours Work Experience (Capstone)
 - Must be a KDE-approved WBL Course
 - See [JCPS WBL Career Readiness Guide](#)
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School Implementation

Identifying Need

The Career Launch 4-course pathway is beneficial for many high schools, especially those facing barriers such as:

- Student/School Choice
- Program Availability
- Scheduling Conflicts
- Qualified Teacher Availability
- Limited Program Resources
- Community Partnerships
- Needs and Services of Special Populations

Schools aiming to improve student engagement and achievement may find this pathway increases student motivation and interest in learning by providing relevant and engaging experiences that help students develop the skills needed for college, career training programs, and the workforce.

Data Considerations

Schools should consider the following data when determining the use of this pathway:

- **Student Data:** Postsecondary Plans, Individualized Learning Plan (ILP), Individual Education Program (IEP), Special Education Status, Multilingual Learner Status
- **School Data:** Attendance Rate, Dropout Rate, Graduation Rate, Career Readiness/Academic Readiness
- **CTE Data:** Current Pathways, Completion Rates, Work-Based Learning Enrollment, Teacher Certifications/Qualifications, Current Partnerships

Schools may utilize the [Comprehensive Needs Assessment Tool](#) to guide this work.

Pathway Request Process

Schools can offer the JCPS Career Launch Pathway by completing the [High School Office Career Pathway Template \(CPT\) Process](#).

Step 1: Complete a School Needs Assessment (see previous section).

Step 2: Use a [blank CPT form](#) to determine pathway course offerings. Schools should have at least 4 credit options aligned to the KAS Career Studies domains on the CPT. [See example CPT](#).

Step 3: Submit CPT for Review using [High School Office CPT Submission Form](#).

Once submitted, send an email to Liz Adams (elizabeth.adams2@jefferson.kyschools.us) and Beau Johnston (beau.johnston@jefferson.kyschools.us) notifying them of CPT submission.

Step 5: CPT reviewed by the High School Office.

Step 6: CPT approved/denied by the High School Office.

Step 7: Identify Career Launch Program Lead and, if applicable, Career Launch Program Support Team.

Step 8: Identify and enroll students into pathway courses.

Program Oversight

Schools should identify at least one staff member as the Career Launch Program Lead to provide primary program oversight which may include administering certifications, pathway alignment with standards and student goals, and work-based learning experience oversight. Schools should identify a team of staff members to provide supplemental program support.

Potential Staff Roles for Program Lead:

- Work-Based Learning Coordinator*
- Teacher
- CTE Admin/Academy Coach

Potential Staff Roles for Program Support Team:

- Work-Based Learning Coordinator
- Academy Coach
- CTE Admin
- Counselor
- ECE Implementation Coach
- ML Support Staff
- ILP Coordinator
- Backpack Defense Lead

***Best Practice:** Schools should choose a program lead with the ability and time to serve as the school's Work-Based Learning (WBL) Coordinator. For more information on selecting school-level WBL Coordinators, review our [WBL website](#).

For additional implementation support, refer to the [JCPS Career Launch Pathway: Best Practice Timeline](#).

Monitoring & Support

Identifying Students

Schools with Career and Technical Education (CTE) programs should start by identifying students who have no other reasonable path to achieve Career Readiness. Schools without CTE programs should determine how many students can be enrolled in pathway courses based on their staffing capacity and ability to provide career support. Student enrollment should be limited to staffing capacity.

Best Practice: Focus on identifying student populations with the greatest need and who would benefit most from the flexibility of this pathway, such as Exceptional Child Education (ECE) and Multilingual Learner (ML) populations.

Note: *While this pathway can be beneficial for ECE and ML populations, schools should ensure that special population enrollment is proportionate compared to other student groups.*

Planning Individualized Paths

Schools should collaborate with students and other school staff to ensure alignment between Individual Learning Plan (ILP) postsecondary goals, selection/sequence of courses, and identification of career sectors for work-based learning (WBL) opportunities. Schools should also ensure alignment to goals outlined in a student's IEP (if applicable) by collaborating with appropriate ECE school staff. Lastly, pathway courses should align with the KAS Career Studies domains: Financial Literacy, Careers, and Essential Skills.

The primary purpose of the Career Launch pathway is to provide students with relevant coursework and real-world experiences directly aligned to their postsecondary goals.

Best Practice: Ensure high-quality, relevant coursework and experiences by identifying students as early as possible and conferencing with students early and often to develop a plan and make adjustments as needed.

Tracking & Reporting

Tracking

Schools will track pathway enrollment/completion and industry certification attainment in the High School Office CTE Pathway System. Schools will track WBL experiences, such as internships and co-ops, on our JCPS WBL platform, [Jobready](#).

Best Practice: Students may create a virtual portfolio (available in Jobready) to be included in their Journey to Success Digital Backpack and presented during their Defense of Learning showcase.

Reporting

- **Dual Credit:** Reported in Infinite Campus
 - **Industry Certification:** Reported in Non-TEDS Industry Certification
 - **Work-Based Learning:** Reported in Career Readiness Record
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Pathway Experiences

Planning for WBL Experiences

Work-Based Learning is the capstone of Career Launch, offering students real-world work experiences aligned with their personal career goals. The Career Launch Program Lead should work to identify opportunities aligned to a student's career goals to ensure high-value student experiences.

Best Practice: Conference early and often with students regarding future goals to identify possible opportunities aligned with students' postsecondary goals.

Pathway Resources

Possible Career/Work Opportunities:

- [Metz Culinary Management & Environmental Services](#)
- [Norton High School Academy Program](#)
- [UPS School-to-Work/School-at-Work](#)
- [UofL Health Job Shadow Program](#) / [Volunteer Program](#) / [Future Healers](#) / [Stop the Bleed](#)
- [SummerWorks Program](#)
- [The Spot](#)
- [KentuckianaWorks](#)
- [Everybody Counts](#)
- [Coalition Forward](#)
- [After the Tassel](#)

Pathway Coursework Support:

- [JCPS WBL Website](#)
- [KAA Postsecondary Advising Toolkit](#)
 - [Resource Guide: Career Exploration](#)
 - [Resource Guide: Essential Skills](#)
- [Futuriti.org](#)
- [KDE Career Exploration FAQ](#)
- [KDE Careers, Skills, & Postsecondary Opportunities](#)
- [KDE Guest Speaker Conversation Guide](#)
- [Soft Skills to Pay the Bills](#)
- [Federal Reserve Education Platform](#)
- [KY HS Ethical Leadership Resources](#)
- [BLS Student Desk](#) / [Teacher Desk](#)
- Pre-ETS (Contact [JCPS Transition Services](#))
- [KY Standards for Career Studies and Financial Literacy](#)

Disclaimer: This guidance document is intended to support schools in making informed decisions related to the JCPS Career Launch Pathway. It offers recommendations to assist schools with the implementation and monitoring process. However, it is not the official policy of the district and should not be interpreted as such.