



Naperville Community Unit School District

## **Getting Started Quick Guide**

- 1) Complete Career Path Plan form
- 2) Schedule an appointment to meet with an administrator to discuss your Career Path
- 3) Upload your Career Path Plan
- 4) Apply for a brick
- 5) Engage in your brickwork

# Getting Started

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## 1. Complete the Career Path Plan Form

- ✓ The form is located on SharePoint and has been emailed to you by Gina Herrmann and your building facilitator.
- ✓ Please put thorough thought into the plan. Where would you like to be in 5-10 years? How can you contribute to continuing the excellence of your building and our district?
- ✓ The plan is used as a discussion starter for the Career Discussion you will have with your Designated Administrator and can be modified.

## 2. Schedule an appointment to meet with your Designated Administrator

- ✓ Send your Designated Administrator a copy of your form
- ✓ Attend the scheduled meeting and discuss your career plans with your administrator
- ✓ Take notes during the meeting
- ✓ **You and your Designated Administrator must sign your Career Path Plan!**

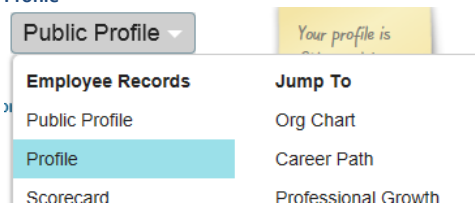
## 3. Upload your signed Career Path Plan

- ✓ Locate the Career 203 Software link on your desktop
- ✓ Log in using the same information as you do to log into your computer
- ✓ Follow these steps to upload your Career Path Plan

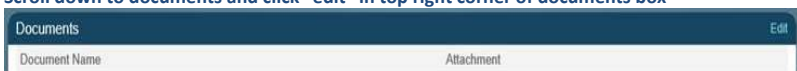
1. My Employee Profile



2. Profile



3. Scroll down to documents and click "edit" in top right corner of documents box



4. Click green plus sign



5. Click upload attachment



6. Browse and upload



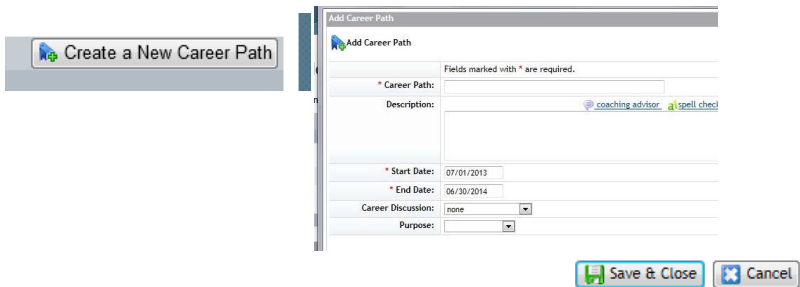
## 4. Apply for a Brick

- ✓ Access the Career 203 Software
- ✓ Follow these steps

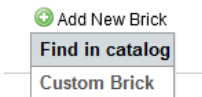
1. Navigate to the “Career Path” page of the software.



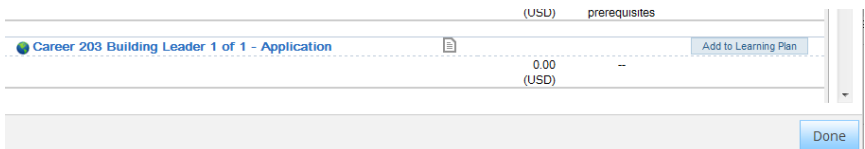
2. Click “Create a New Career Path” in the top right corner and complete the information using the results of your Career Discussion. Click “Save & Close.”



3. Click “Add a Brick” in the bottom right. Make certain to add a brick from the catalog; therefore, click “find in catalog.”



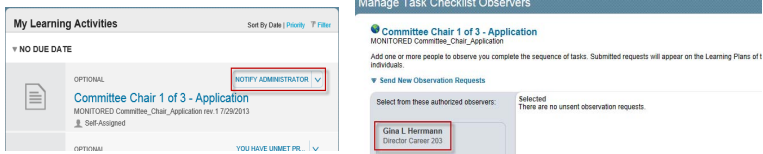
4. Once you find your brick application, click “Add to Learning Plan” then click “Done” in the bottom right of the box.



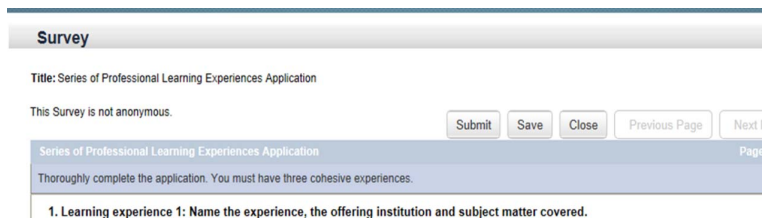
5. Navigate to the “Professional Growth” page.



6. Click “Notify Administrator and select Gina L. Herrmann for your observation request. Click “Send.”



7. Once the administrator is notified and launches your brick (1 day), you will notice a “Launch” button available next to the brick on the “Professional Growth” page. Click “Launch” and begin to complete the application. Click “save” and then click “submit” to send your application for approval.



7. You will receive an email from the Director of Career 203 stating if your brick application is approved, denied or more information is needed. If your brick is denied, an explanation will be included. Contact Gina Herrmann, Director of Career 203 with questions regarding a denied brick or the requested additional information.

If you still have questions regarding the denial, follow the appeals process. A more thorough explanation of the appeals process can be found in the Career 203 Implementation Guide.

Step 1: Beginning the formal process.

Educator Responsibility	Deadline	Process
Request a formal review of the decision process.	Within 10 working days of initial decision notification.	Complete and submit the <i>Request for Review</i> sheet.

Step 2: Initial meeting.


Career 203 Director Responsibility	Deadline	Process
Schedule a meeting with the Educator and Career 203 Union Representative.	Meeting will be held within 15 working days of receipt of <i>Request for Review</i> .	Educator and Career 203 Union Representative shall be given 3 meeting dates. The meetings shall be scheduled before school hours, during the educator's lunch break, or after school hours.

Step 3: Appeal to Career 203 Appeal Board (NUEA President and CHRO). Both the educator and Career 203 Director will speak at the Appeal hearing. A tie vote will result in the initial decision of Career 203 Director. Appeal hearings are held quarterly.


Educator Responsibility	Deadline	Process
Request a formal appeal of the decision.	The formal appeal must be requested within 10 working days of the review meeting.	Complete and submit a <i>Notice of Appeal</i> form.

**NOTE:** To ensure this window does not continue to pop up, put a check mark in the box in front of "Do not show this page every time I sign in" and click continue.


**Welcome to Career 203**




**Work From Your To-Do List**  
Your to-do items are conveniently listed in due date order, so that you can easily plan your work.



**Stay On Target**  
Review your Status Pods frequently. Click on any pod to drill into details.



**Quickly Complete Tasks**  
The Easy Links are shortcuts to your most frequently performed tasks.



**Tasks Delegated by Supervisors**  
Supervisors can delegate responsibilities to others. Users can perform tasks for these supervisors by using the Delegators list on their home page.

Do not show this page every time I sign in  
(Note: Page will automatically display if there is new content)

[Continue](#)

## **5. Engage in your brickwork**

- ✓ If you are taking University coursework, please be certain to turn in your transcripts to Shelly Nelson in HR.
- ✓ The Career 203 Implementation Guide limits Educators to 120 points per school year. If you exceed this amount, you will lose the points. It is the educator's responsibility to check University programs and other activities to make certain the 120 point limit is not exceeded. Summer has no limit.
- ✓ All brickwork must be preapproved.
- ✓ Follow requirements set forth in the Implementation Guide.
- ✓ Points are earned at the completion of a brick with the exception of University graduate programs.
- ✓ Please notify the Director of Career 203 upon completion of your brick.



Naperville Community Unit School District



**Naperville  
Community  
Unit School  
District 203**