



Cassie Riopelle

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TO: Finance Committee

RE: New Position Request: College & Career Navigator (1.0 FTE)

Please consider approving the addition of a 1.0 FTE College and Career Navigator position. This role is essential in providing academic tutoring, mentoring, and coaching in the RISE room to all youth GYO students and adult GYO students. This position will also lead Middle School and High School Future Teachers Clubs, provide active study sessions and collect documentation for grant requirements. navigation, mentoring.

This position will cost approximately **\$52,670** annually and is intended to meet the requirements of our GYO Student and Adult grants.

If you have any questions, please contact me. Thanks!

Cassie Riopelle

Director of Community Education & Engagement



Request for Program/Budget Addition

Fiscal Year 2025-2026

Return to the Director of Finance & Operations

(attach additional documents if more room is needed)

Please detail the vision of your proposal below:

The vision of this proposal is to create a clear, culturally responsive pathway that supports both students and adult learners in reaching their academic and career goals while building stronger connections with the community. We are splitting the Grow Your Own initiative into two roles. The GYO Coordinator will focus on program development, coordination, student pathways, and American Indian Education duties to provide culturally grounded support and engagement. The GYO College and Career Navigator will focus on one-on-one guidance, study support, and helping adult learners navigate postsecondary and career opportunities. This structure makes sure that students interested in education careers get mentorship, structured programming, and real-world experiences, while adult learners get the support they need to reach their goals. The overall goal is to increase educational success, career readiness, and access to opportunities while building trust and engagement with the Faribault community.

Special Projects Coordinator *New name	College & Career Navigator
Proposed Revised Job Description Here Current Job Description Here American Indian Liaison Description Here	New Proposed Job Description Here



*Oversees the College & Career Navigator

Main Duties:

- Coordinate all 5 GYO Grants
- Coordinate and implement all American Indian Education Programming
- Lead Native American Parent Advisory Council Meetings
- Build programs
- Coordinate all GYO and AIE field trips
- Coordinate with Community School
- Coordinate with the RISE Manager and nonprofit partners to support implementation
- Enroll all GYO students with proper processes and procedures
- Complete all Initial Student Intake Meetings & Paperwork, initial data entry (handoff to Navigator)
- Plan and lead Lunch and Learns
- Plan Future Teacher Clubs at MS & HS

Location:

District-Wide

Paid For By:

- $\frac{2}{3}$ - GYO Grants (Portion of all)
- $\frac{1}{3}$ - American Indian Education Funds

*Works hand-in-hand with Special Projects Coordinator

Main Duties:

- Provide navigation for all 5 GYO Grants
- Provides academic tutoring, mentoring, coaching in the RISE room to all youth GYO students & at FEC to Adult GYO students
- Lead MS & HS Future Teachers Club
- Provide active study sessions
- Collect documentation for grant requirements
- This position will also remove Jessica Flores at the FEC from any Adult GYO responsibilities

Location:

Faribault High School RISE Room & FEC

Paid For By:

- $\frac{1}{3}$ - Student GYO Grant
- $\frac{2}{3}$ - Adult GYO Grant

Rationale: How does this proposal align with our strategic plan?

This proposal aligns closely with the Faribault Public Schools Strategic Plan by providing targeted support for both students and adult learners that is student-centered, equitable, and community-focused. By splitting the Grow



Your Own initiative into the GYO Coordinator and College and Career Navigator roles, we can address individual student and adult learning needs in more innovative and meaningful ways. Adding American Indian Education duties to the GYO Coordinator ensures culturally responsive programming that reflects the diversity of our community and advances equity for historically underserved populations.

Both roles promote family and community engagement by building strong relationships with students, families, and local partners, and they contribute to a positive school climate by creating supportive, inclusive environments. This work also strengthens student and adult social and emotional well-being by providing guidance, mentorship, and resources to help learners navigate academic and career pathways.

This addition also directly supports our strategic plan by addressing a current staffing gap. Despite efforts to recruit for the American Indian Education Liaison position, we have been unable to find a qualified candidate. By integrating these duties into the GYO Coordinator role, we ensure that culturally responsive programming and support for American Indian students and families continues without interruption. This structure allows us to maintain our commitment to equity, inclusion, and student success while maximizing existing resources.

Overall, this proposal supports our mission to educate, elevate, and empower every student, leveraging collaboration, integrity, and adaptability to maximize outcomes for the Faribault community.

What will be needed to implement this proposal:

Description of Need:	Estimated Budget	Funding Source
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Staffing	\$229 daily rate x 230 days <i>*Based on same pay rate as FEC College & Career Navigator</i>	$\frac{2}{3}$ - paid from Adult GYO Grant $\frac{1}{3}$ - paid from Student GYO Grant
Staffing	\$	
Curriculum	\$	
Textbooks	\$	
Technology	\$	
Supplies	\$	
Space	\$	
Other	\$	
Other	\$	
Total Estimated Budget	\$52,670	

Submitted by _Cassie Riopelle_____

Date __2/2//2026

Approved by _____

Date _____

Supervisor Approval _____

Date _____



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Send this completed form and any attachments to the Director of Finance & Operations.