



Background

As you complete the **Intent to Partner Form**, you will be asked to name district staff who will serve as your key supporters during the onboarding process. This document provides information about how each role contributes to the successful onboarding and implementation of CaliforniaColleges.edu. Should you have questions about the roles listed below, use [this Calendly link](#) to schedule an **Office Hours check-in** to meet with a member of our team.

Roles & Responsibilities

<p>District Point-of-Contact (POC)</p>	<ul style="list-style-type: none"> ▶ Primary point of contact for CCGI. ▶ Drives data work in collaboration with the Data Lead. ▶ Troubleshoots when work is stalled. ▶ Drives development of an implementation plan. ▶ Communicates goals and targets to the appropriate stakeholders. ▶ Designs and oversees a communications strategy to ensure that students, parents, educators and other stakeholders understand the benefits of the platform and how to access resources. ▶ Works collaboratively across the district to drive implementation.
<p>Data Lead</p>	<ul style="list-style-type: none"> ▶ Primary point-of-contact for CCGI for data-related items and issues. ▶ Works closely with the District POC to generate files needed to ensure students are accurately represented on CaliforniaColleges.edu. ▶ Supports the development of a parent opt-out strategy and determines where in the Student Information System (SIS) opt-outs will be captured during onboarding. ▶ Establishes regular upload routines to support data sharing with CCGI. ▶ Collaborates with colleagues for any necessary updates to the SIS.
<p>Contracting Lead</p>	<ul style="list-style-type: none"> ▶ Supports the necessary processing and renewal of the data-sharing and other agreements with CCGI.
<p>CMP Course List Manager</p>	<ul style="list-style-type: none"> ▶ Works toward improving the alignment of the district’s “a-g” course lists with the University of California Office of the President’s Course Management Portal (CMP). ▶ Establishes strong routines to maintain data alignment with the CMP over time.
<p>CALPADS Administrator</p>	<ul style="list-style-type: none"> ▶ Serves as expert on CALPADS reporting to California Department of Education (CDE) as it relates to Statewide Student Identifiers (SSIDs) and course management.
<p>Social Media & Communications Lead</p>	<ul style="list-style-type: none"> ▶ Manages the distribution and messaging of CaliforniaColleges.edu resources for students, parents, and educators.