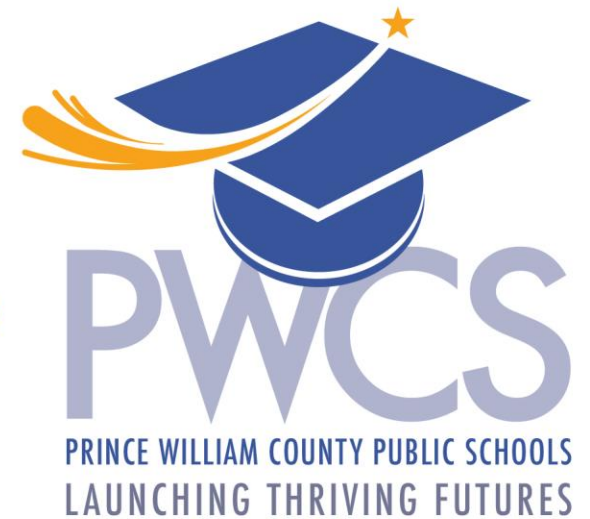


PWCS High School EMPLOY Program

Presented by:

Lorri Jones, EMPLOY Teacher: Colgan High School

Rian Burnside, EMPLOY Teacher: Gar-Field High School



Presentation Outcomes

To become familiar with:

- The Employ Program
- All levels that make up the Employ Program
- Employ Curriculum
- Various Work-Based Learning Partnerships
- Employ Team



EMPLOY Program Overview



- EMPLOY is a Career and Technical Education (CTE) course provided to students with Individualized Education Plans (IEP) by the Special Education Department in each high school.
- This course aligns with the Workplace Readiness Skills for the Commonwealth of Virginia.
- The EMPLOY Program offers EMPLOY I, EMPLOY II, EMPLOY III, and EMPLOY IV classes.
- Students on all diploma tracks are enrolled in EMPLOY classes based on the IEP team's decision.
- Students must complete any combination of two EMPLOY classes, in sequence, to earn the CTE completer and meet sequential requirements for a Standard diploma.
- Students enrolled in the EMPLOY Program follow the Work-Based Learning Experiences and the 21st Century Workplace Readiness Skills.



EMPLOY Program Course Descriptions



•EMPLOY I

•Grades: 9-12

Credit: 1

•The focus of EMPLOY I is career awareness. Students will have opportunities to learn about their personal preferences, interests, and a variety of careers and occupations, and begin to build their self-advocacy skills.

•Schools offering course: All except 99

•EMPLOY II

•Grades: 10-12

Credit: 1

Prerequisite: It is recommended that a student complete EMPLOY I before enrolling in EMPLOY II

•The focus of EMPLOY II is the development of employability and life management skills. Students are provided opportunities to develop communication skills, independent living skills, personal/social skills, and job search and retention skills.

•Schools offering course: All except 1, 12, & 99

EMPLOY III

Grades: 10-12

Credit: 1

Prerequisite: It is recommended that a student complete EMPLOY I and/or EMPLOY II before enrolling in EMPLOY III

EMPLOY III is a two-period class with periods scheduled back-to-back. The focus for EMPLOY III is to reinforce and enrich the goals of EMPLOY I and EMPLOY II, as well as vocational exploration and the development of marketable job skills through the completion of an unpaid internship.

Schools offering course: All except 1 & 99

EMPLOY IV

Grades: 10-12

Credit: 1

Prerequisite: It is recommended that a student complete EMPLOY I and/or EMPLOY II before enrolling in EMPLOY V

The focus of EMPLOY IV is to provide students with an opportunity to apply their self-awareness, employability, self-advocacy, and life management skills in order to obtain and retain employment. During the school year, students complete a minimum of 396 hours of competitive employment.

Schools offering course: 2, 3, 5, 6 7, 8, 10, 12, 13

Employ I

Students will explore various career fields and examine occupational interest at this level. They will practice solving real world problems by increasing their self-advocacy and communication skills in the classroom

- How to search for employment
- Effective work skills
- Maintaining a safe and healthy work environment
- Improving independent living skills



Employ II

- Some of the workplace readiness skills focused on include
- Effective workplace skills
- Maintaining a safe and healthy work environment
- Improving independent living skills.
- Focus on skills to search for employment
- Participating in job interviews
- Maintaining successful employment
- Continue to learn self-advocacy
- Communication skills in the workplace.



Employ III

- This course encompasses two class periods (double block).
- The students will be participating in High Quality Work Based Learning (HQWBL) internships in the community.
- The internships are unpaid; however, the students earn two credits per class.
- The internships allow students to practice the skills they previously learned in EMPLOY I AND II classes in a real-world environment.
- Students will receive job coaching as needed by the EMPLOY teacher and/or business supervisor.

Please note: All internships will be at the entry level and will not replace a current employee of the business



Employ IV

- The focus of EMPLOY IV is the culmination of work skills learned through the EMPLOY program into a paid job.
- In collaboration with the school's Transition Specialist, EMPLOY teacher, and the employer, students spend most of their school day at a work placement, in which they are paid by the employer.
- Students fulfilling the requirements of the course will earn one (1) elective credit.



EMPLOY Curriculum

21st Century Workplace Readiness Skills for the Commonwealth

Needs Identified by Virginia Employers

Personal Qualities and Abilities

1. **CREATIVITY AND INNOVATION:** Employs originality, inventiveness, and resourcefulness in the workplace
2. **CRITICAL THINKING AND PROBLEM-SOLVING:** Uses sound reasoning to analyze problems, evaluate potential solutions, and implement effective courses of action
3. **INITIATIVE AND SELF-DIRECTION:** Independently looks for ways to improve the workplace and accomplish tasks
4. **INTEGRITY:** Complies with laws, procedures, and workplace policies; demonstrates honesty, fairness, and respect
5. **WORK ETHIC:** Consistently works to the best of one's ability and is diligent, dependable, and accountable for one's actions

Interpersonal Skills

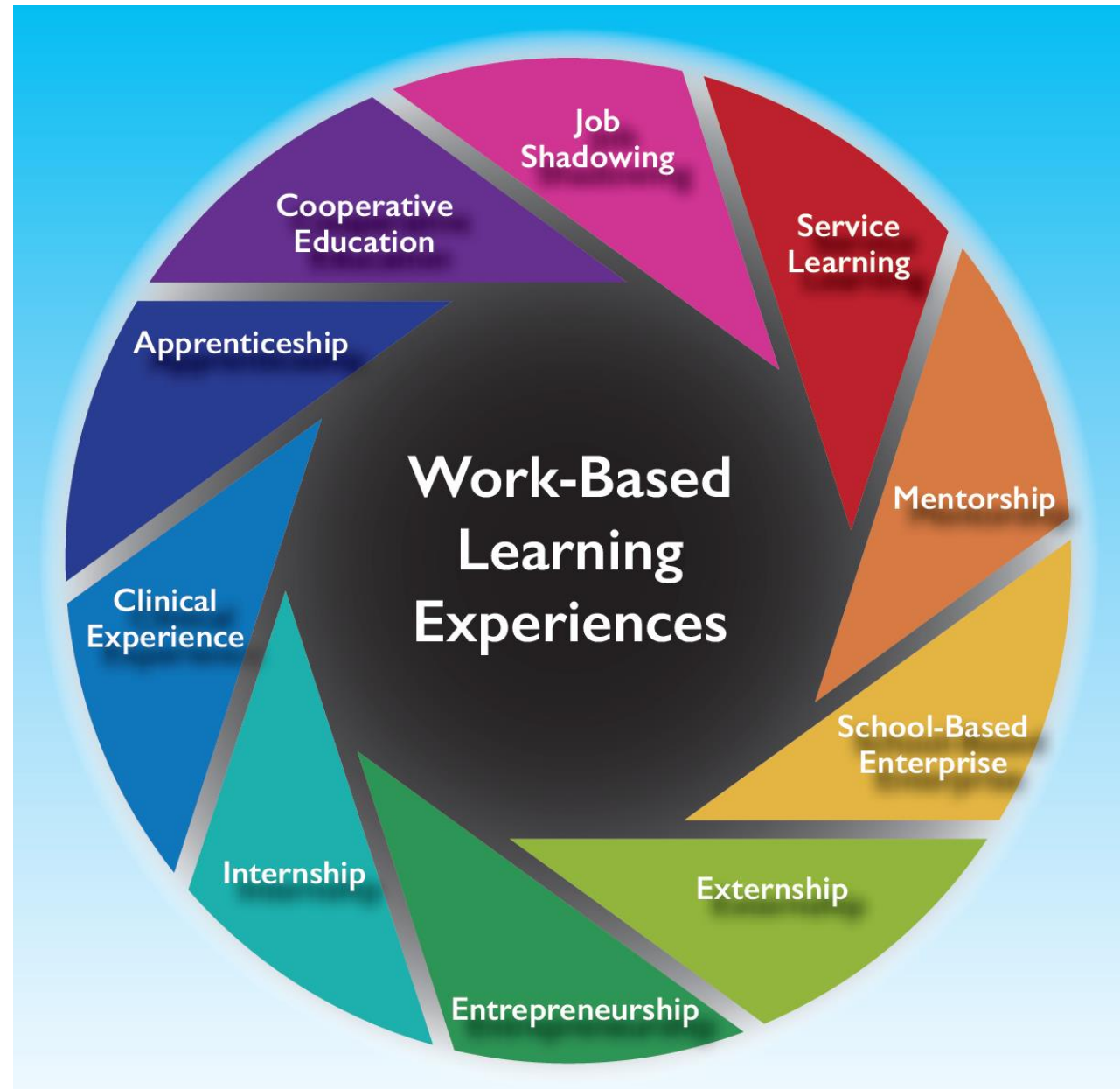
6. **CONFLICT RESOLUTION:** Negotiates diplomatic solutions to interpersonal and workplace issues
7. **LISTENING AND SPEAKING:** Listens attentively and asks questions to clarify meaning; articulates ideas clearly in a manner appropriate for the setting and audience
8. **RESPECT FOR DIVERSITY:** Values individual differences and works collaboratively with people of diverse backgrounds, viewpoints, and experiences
9. **CUSTOMER SERVICE ORIENTATION:** Anticipates and addresses the needs of customers and coworkers, providing thoughtful, courteous, and knowledgeable service
10. **TEAMWORK:** Shares responsibility for collaborative work and respects the thoughts, opinions, and contributions of other team members



Professional Competencies

11. **BIG PICTURE THINKING:** Understands one's role in fulfilling the mission of the workplace and considers the social, economic, and environmental impacts of one's actions
12. **CAREER AND LIFE MANAGEMENT:** Plans, implements, and manages personal and professional development goals related to education, career, finances, and health
13. **CONTINUOUS LEARNING AND ADAPTABILITY:** Accepts constructive feedback well and is open to new ideas and ways of doing things; continuously develops professional skills and knowledge to adjust to changing job requirements
14. **EFFICIENCY AND PRODUCTIVITY:** Plans, prioritizes, and adapts work goals to manage time and resources effectively
15. **INFORMATION LITERACY:** Locates information efficiently, evaluates the credibility and relevance of sources and facts, and uses information effectively to accomplish work-related tasks
16. **INFORMATION SECURITY:** Understands basic Internet and email safety and follows workplace protocols to maintain the security of information, computers, networks, and facilities
17. **INFORMATION TECHNOLOGY:** Maintains a working knowledge of devices, resources, hardware, software, systems, services, applications, and IT conventions
18. **JOB-SPECIFIC TOOLS AND TECHNOLOGIES:** Knows how to select and safely use industry-specific technologies, tools, and machines to complete job tasks effectively
19. **MATHEMATICS:** Applies mathematical skills to complete tasks as necessary
20. **PROFESSIONALISM:** Meets organizational expectations regarding work schedule, behavior, appearance, and communication
21. **READING AND WRITING:** Reads and interprets workplace documents and writes effectively
22. **WORKPLACE SAFETY:** Maintains a safe work environment by adhering to safety guidelines and identifying risks to self and others

Work-Based Learning Experiences



PWCS EMPLOY III Partnerships

House of Mercy

Catholic Charities/St. Lucy Project

Weinegar's Sweets and Treats

Pet Supplies Plus

UPS Store

Juke Box Diner

El Rey Tolteca -

Giant Food

Hidden Julles

Subway

Edible Arrangements

Nandos Peri Peri

Spring Hill Suites

Hampton Inn

Bookworm Book Fairs

Dale City Recreational Center

Old Navy

T. Clay Wood Elementary School

Dollar Tree

Hope & Serenity Farm Sanctuary

Habitat for Humanity

Tropical Smoothie Café

Hot Chickn Kitchen

On the Border

Great American Woodcrafters

Pitkins – Hardware Dale City

Duck Donuts Woodbridge

Savers Woodbridge

Country Inn & Suites

Mission BBQ

DSW Shoe Store

PWC Public Works & Solid

Waste Division

ArtFactory

McKays Used Books

CVS

Fosters Grille

Yorkshire Restaurant

Manassas Park Community Services

Texas Roadhouse

Haymarket Gainesville Community
Library

Park Valley Church

Caliber Collision

Ruby Tuesday

PWC Ink Recycling

Pattie ES

703 Nutrition

Food Lion

Ashland ES

PWCS EMPLOY III Partnerships

Burlington Coat Factory
Bee Thrifty
Nikkis Christian Daycare
Chinn Park Library
IHOP
TGI Fridays
Quality Tires
Church of Nazarene
VAMAC
Items Inc
Best Western Potomac Mills
Humane Society
Walgreens
ACTS Hunger Prevention Center



PWCS EMPLOY III Internships





Employ Team by High School

Battlefield High School: Brian Shaffer

Brentsville District High School: Tamika Pilipski

Colgan High School: Lorri Jones

Forest Park High School: Makafui Dogbatse

Freedom High School: Lakeria Tucker

Gainesville High School: Carolyn McCormick

Gar-Field High School: Eunice Ervin & Rian Burnside

Hylton High School: Jasen Viggiani

Osbourn Park High School: Meaghan Drago

Pace West: Ennetta Jeans

Patriot High School: Brook Bell

Potomac High School: Robert Colucci

Unity Reed High School: Darin Snoots

Woodbridge High School: Adam Hoffman



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