

TO: Arlington School Board

FROM: Career, Technical and Adult Education Advisory Committee

DATE: October 30, 2018

SUBJECT: Recommending Year Report

Introduction and Background

Career and Technical Education (CTE) is an essential part of a student's K-12 well rounded educational experience. The CTE program prepares students for college and other post-secondary education and training. The nature of the CTE curriculum develops students' ability to become true problem solvers and innovative thinkers. All of the CTE classes provide state approved industry credentials, which are part of Virginia's revised graduation requirements, effective with students entering the ninth grade this school year (class of 2022). "Profile of a Virginia Graduate," implemented with the new standards, requires students graduate with workplace skills, a sense of community and civic responsibility and a career plan aligned with his or her interests and experiences. Students that participate in CTE apply what they learn to real work, and the industry-ready credentials students earn in their classes provide access to high-wage and high-demand job skills, validating a student's knowledge and skills attainment in a specific pathway.

APS Works Project Plan

To develop an aligned, APS supported Career Awareness and Exploration System (APS Works) that, through collaboration, leverages efficiencies between departments for the benefit of APS students and employers and responds to the Commonwealth's defined Profile of a Virginia Graduate. These career connections tie students' interest with possible career pathways that will lead to post-secondary education at Northern Virginia Community College and beyond.

1A. Call to Action: Brief division leaders on APS Works and request that they: 1) present APS Works to relevant staff and seek their participation in the effort; and 2) send them APS staff contact information for their Career Awareness and Exploration program managers.

1B. Map Arlington Public School's Career Awareness and Exploration: APS CTE staff will interview program managers to inventory all Arlington Public Schools supported Career Awareness and Exploration services. A tool is being developed for this effort, designed using the US Department of Labor Services' Occupational Employment Statistics mapping tool as a guide.

1C: Action Plan Development: Upon completion of the System Map, APS CTE staff will convene the program managers to develop a series of strategies that will improve collaboration, facilitate integration, and enhance the performance of APS' Career Awareness and Exploration services. The completed System Map will be used to facilitate

collaboration and integration discussions. Regional grants will also be explored, such as the GO Virginia Initiative, for possible student connections.

1D: Final Report and Budget Recommendation: This project will culminate with a final report and a budget recommendation for the Superintendent's consideration. Potential recommendations include:

- Standardize career awareness and exploration policies throughout the system.
 - Ability for all students to earn credit for Work Experience.
 - Flexibility in school schedule to participate in Work Experience (½ to full day immersed experience throughout a semester. Look at how co-op is implemented and incorporate for all work experience opportunities).
- Create efficiencies between all APS Career Awareness and Exploration Programs.
 - Develop opportunities for all students similar to the Prime Internship Program.
 - Have all programs under one management structure (Use parts of FY17's recommendation to support the hiring of a full time employee).
- [Elementary School Engagement] Present "Career Awareness" programming to all 5th graders so they begin to develop an understanding of the different jobs and skills desired in the economy and learn how they will be engaging career awareness and exploration activities throughout their time at APS.
- [Middle School Engagement] Career Counselor and other programming made available to students to help develop their 6th Grade Academic Plan.
- [High School Engagement]
 - Start career awareness programming in grade 9 so that students are ready to participate in future opportunities.
 - Teach students how to engage employers and what is required to survive in the workplace (Soft and Professional Skills).
 - Identify ways in which students can try several types of jobs during a short period of time (beyond basic "career exploration" resources).
 - Make internships and job opportunities accessible to 11th and 12th graders.
 - Create a system that will match existing job and internship opportunities to students.
 - Investigate the creation of a "Field Studies" program (project management-based work experience program).

1E: Action Plan Implementation: Starting February 2019, begin process of improving collaboration, facilitating integration, and enhancing the performance of APS' Career Awareness and Exploration services.

Recommendation #1: APS Works Implementation

Provide a full-time staff person to continue to develop opportunities with the community and make connections to schools. APS CTE Staff will invite Arlington County Government-supported programs to join the APS Works initiative.

Rationale for Recommendation #1: Arlington Public Schools values its partnerships with various employers and is interested in enhancing our collaboration with the business community to increase career awareness and exploration activities. These career-exploration activities include work-based learning opportunities that expand APS students' work-readiness skills. Currently, APS students participate in a variety of work-readiness activities, including labor market information on Naviance and Virginia Career View, the Arlington Chamber of Commerce's Young Entrepreneurs Academy, Urban Alliance internship programs, Virginia Tech's World of Work programs, the PRIME internship program, and the high schools' Senior Experience programs.

APS is continually interested in working with the business community and the Chamber to provide Arlington students with internship and apprenticeship opportunities, occupational and workplace education, and other activities that will allow students to become better prepared for the workforce. APS students are looking for opportunities to build these skills.

What Do Students Say?

Informal surveys of APS students, conducted by a student committee member, revealed concerns about internship availability, scheduling, and how to interact with prospective internship providers and mentors. Appendices A and B contain the results of this informal survey. Additional student input will be vital to the implementation of this recommendation.

Today, APS offers 97 CTE classes that provide career readiness programs that are housed in 13 schools and administrative offices. There are also 84 school counselors who may or may not be connected to these resources. And as the survey points out, it can be assumed that there are varying degrees of connection to these resources by the student body. Now is the time to move Arlington Public School's Career Awareness and Exploration activities into a single, comprehensive system that benefits local employers and creates internal resource efficiencies.

Budgetary Implications:

One 12-month FTE employee (to be determined by Human Resources for salary/level). Estimated annual salary and benefits based on Grade 01 Step A of the 2018-2019 E-Scale 12-Month Salary Schedule: \$63,333.84.

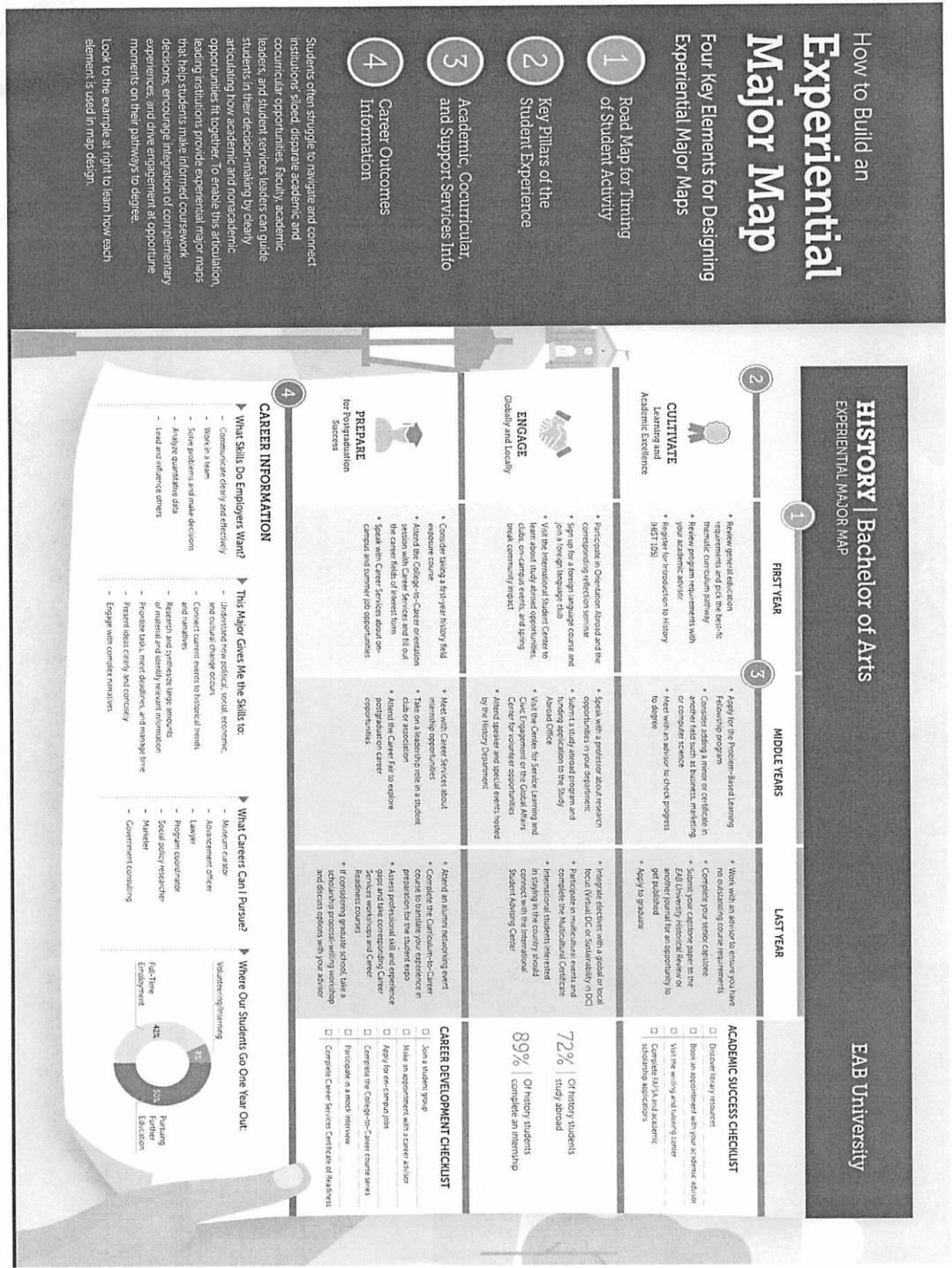
Appendix A: What would be helpful in finding a job or internship?

- A database
- A database for openings
- A link on the aps website or a separate website just for job/internship information to help students see what is out there.
- A list of potential jobs/internships that hire high schoolers being available through APS
- A person at my school who I can talk to to help me find one
- Active publicity from counseling or administration for opportunities, job prep assistance
- any sort of info about what my options are
- Application help, ideas on where to apply
- Being more aware of what's available.
- Categorized lists
- Easy to access information, people coming into schools, more events like the job fair.
- Emails, in school programs, classes!, workshops
- Figuring out a work environment I fit into, and how to find jobs with little to no experience required. Also it would be nice if there were opportunities for jobs/internships that piqued my interests a little (not just scooping ice cream or making coffee) ya know?
- Getting a connection
- Guidance
- Having a database of places that offer internships. Maybe sorted by field. Just knowing where to even look would be helpful.
- Having a list of places that are good for high school students to work at.
- Having a person to help and guide us in the right direction based on what we want to do for a career.
- Having available jobs posted somewhere in school
- Having people to help me find something available, and something I'm interested in
- Having something for resume
- I really want to work in a lab as an intern so any contacts in the research or science community would be really helpful.
- Knowing about opportunities, maybe a website where you can search for jobs and internships being offered for my age groups that have to do with my interests.
- Knowing the different jobs that are available
- Knowing what jobs or internships are out there that interest me
- List of places that hire kids my age
- More opportunities of internships shown in school
- More resources at school
- Resources on what positions are available for a given profession or job
- Resources that provide examples of a wide variety of opportunities in different fields.
- School posting a list of ideas/opportunities on website
- Website listing them all

Appendix B: What stresses you out about finding a job or internship?

- Applications or hearing back
- Essay, application deadlines
- Finding a good fit/balancing it with homework and other commitments
- Finding a job or internship that works with my schedule but that is also interesting.
- Finding a place that I want to work at and will also be flexible with my busy high school schedule rather than have a job take over my life.
- Finding one that I will like and do well at
- Finding something that interests me, fits in schedule, and pays well/looks good on a college app
- Finding the right job for me
- I don't know who would hire me and I don't know how much I can commit.
- I want to do something that I will enjoy and I don't want it to be my entire summer.
- I've had a hard time finding internships in general, and the ones I have found I haven't found through school.
- Interviews and not being prepared for them
- It's impossible to find places that will hire high schoolers, most are looking for college students
- Managing schoolwork and extracurriculars with a job during the school year, as well as transportation and location of the workplace (my family has one car and two full time parents)
- No one responds to emails or anything!
- Not getting in, time management
- Not having places respond to me
- Not having the qualifications that are needed.
- Not knowing about deadlines, or not knowing where to look or who to ask about them
- Not knowing enough information about the job or feeling underprepared. There is so much information out there but it is hard to find.
- Not knowing exactly what's available
- not knowing how
- Not knowing how important it is to get one and whether colleges want you to have had a job or internship.
- Not knowing where there are opportunities to get internships
- Not knowing which ones are the most beneficial for a high school student
- Nothing
- That I won't get hired or won't find hours that work with my schedule
- The interview process
- the pressure to find one that focuses on a subject of interest, especially when i don't know what my subject of focus will be in college

Appendix C:
 Example of a diagram that describes experiential learning at the collegiate level. A similar diagram could possibly be created for Arlington Public Schools, describing experiential learning for students K-12.



Appendix D

The Career, Technical and Adult Education (CTAE) Advisory Committee focuses on the needs and outcomes of all students from Pre-K through adult learners. The committee has 21 members and regular participants representing community leaders, college and universities, the business and nonprofit community, and the Chamber of Commerce, as well as students, teachers, parents, scientists, and former congressional staff members. Expert presentations by local, state, and national education policymakers are common at meetings, and inform the committee's views and recommendations.

The committee brings a broad range of relevant knowledge, expertise, and analytical tools to its recommending process. In addition to the Department of Instruction staff liaison, meetings are commonly attended by the various Arlington Public Schools (APS) supervisors and administrative staff from the following: Career and Technical Education, The Arlington Education and Employment Program (REEP), Adult Education; the Career Center; Northern Virginia Community College; Marymount University; and Georgetown University.

The Office of Career, Technical and Adult Education works within the Department of Teaching and Learning to provide programs of instruction in technical and professional education to K-12 students. The CTAE Office also provides lifelong learning opportunities to adults of all ages in the Arlington community through a variety of community education courses, and has a close partnership with Encore Learning. The committee members are listed below:

David Remick, (Co-Chair)

Alisa Cowen, (Co-Chair)

Ivy Beringer

Juanita Tolliver

Alessandra Colia

Latasha Fisher

Molly George

Marc Henderson

Luann Moy

Rosie O'Neil

Alex Payne

Jim Egenrieder

Tom Gutnick

Stan Rodia

Christine McCurdy

Diane Murphy