

# PWCS High School EMPLOY Program

Presented by:

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# 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 21<sup>st</sup> 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 IV

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

## 21<sup>st</sup> 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

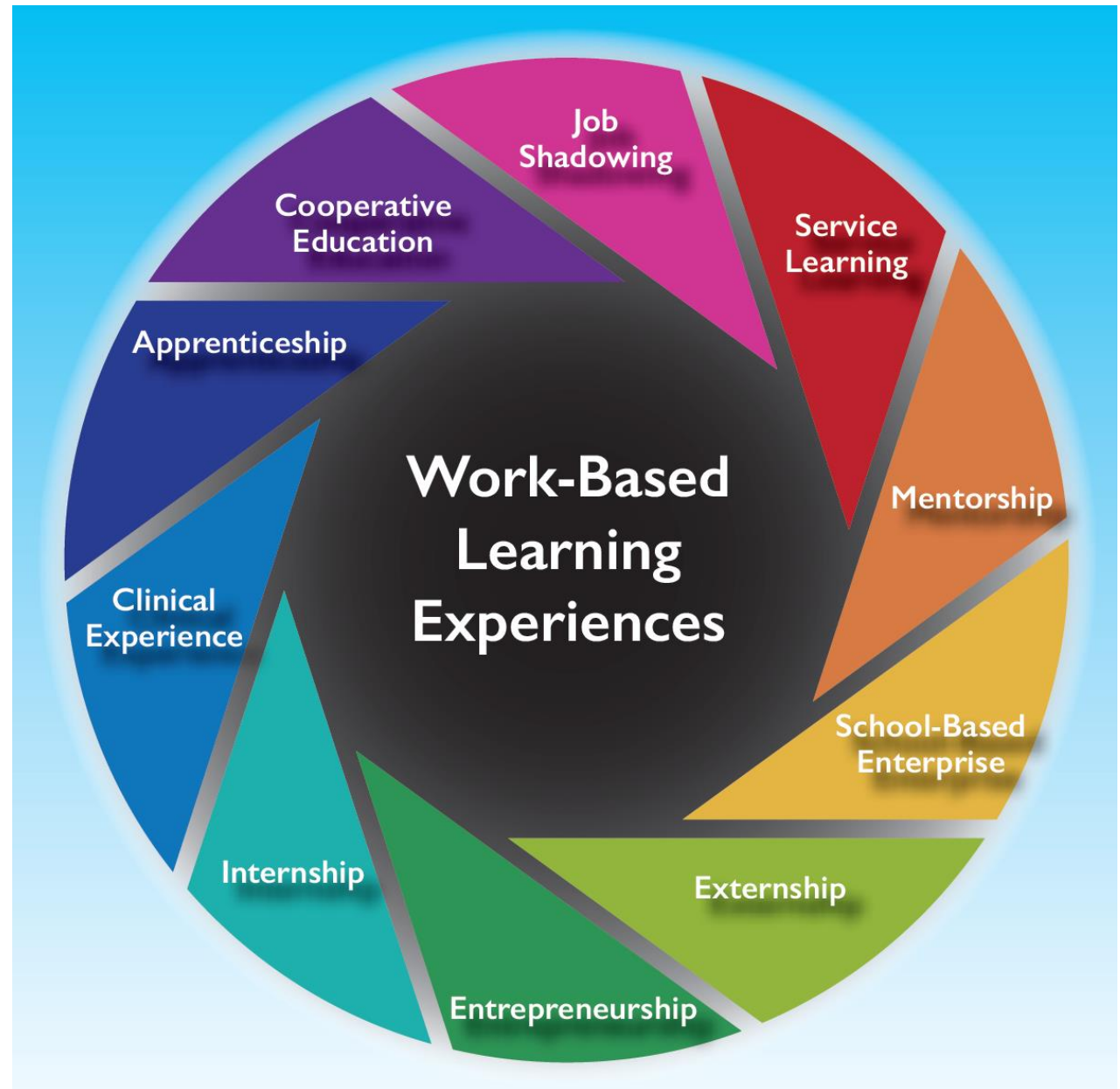


#### Professional Competencies

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: Rodney Manual

Colgan High School: Lorri Jones

Forest Park High School: Makafui Dogbatse

Freedom High School: Tonya Gholson

Gainesville High School: N/A

Gar-Field High School: Eunice Ervin & Rian Burnside

Hylton High School: Christine Hutchison

Osbourn Park High School: Meaghan Drago

Pace West: N/A

Patriot High School: Brook Bell

Potomac High School: Robert Colucci

Unity Reed High School: Darin Snoots

Woodbridge High School: Adam Hoffman





PWCS

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LAUNCHING THRIVING FUTURES