




May 14, 2002

**DIRECTIVE:            JOB CORPS INFORMATION NOTICE NO. 01-23**

**TO:**                    ALL JOB CORPS NATIONAL OFFICE SENIOR STAFF  
                          ALL JOB CORPS REGIONAL DIRECTORS  
                          ALL JOB CORPS CENTER DIRECTORS  
                          ALL JOB CORPS CENTER OPERATORS  
                          ALL NATIONAL TRAINING CONTRACTORS  
                          ALL OUTREACH, ADMISSIONS AND CTS CONTRACTORS

**FROM:**                RICHARD C. TRIGG  
                          National Director  
                          Office of Job Corps 

**SUBJECT:**            Progress Update on the Director's Task Force on High School Programs  
                          and Resources to be Introduced at the Alpha Leadership Conference,  
                          July 22 - 24, 2002

1.     Purpose. To provide an update on the activities of the Director's Task Force on High School Programs and information on resources being developed by the Task Force that will be introduced in workshops at the Alpha Leadership Conference on July 22 - 24, 2002.
  
2.     Background. On March 13, 2002 the National Director of Job Corps convened a High School Diploma Summit to articulate Job Corps' three-part strategy for increasing high school diploma attainment. The strategy includes:
  - Working with state and local school systems to improve and expand existing high school diploma programs and establish similar ones where appropriate;
  - Establishing linkages with virtual high school programs; and
  - Establishing credentialing and professional development opportunities for Job Corps instructors.

To assist centers in accomplishing these goals, a Task Force on High School Programs was commissioned to develop tools and technical assistance materials and suggest recommendations on national policies. The Task Force met during March and April 2002, and is currently producing a variety of resources based on information and feedback gathered from the field.



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The Task Force identified several guiding principles for its work. These principles will allow the group to support Job Corps centers by:

- Strengthening overall instruction (basic academic skills, GED, and vocational training) in order to provide a solid foundation for improving high school program offerings, as well as to continue to prepare students for careers.
- Increasing student achievement by focusing on ALL students even if they do not earn a high school diploma.
- Developing high school program offerings that are customized to students' and centers' specific needs and goals.
- Maintaining program integrity by ensuring that high school diplomas awarded to Job Corps students are from accredited institutions.

The Task Force will meet again in May and June 2002 to prepare tools, information, and training for the Alpha Leadership Conference.

3. Resources and Training Available. Training at the Alpha Leadership Conference will introduce a variety of resources designed to assist centers in addressing the three core areas of the Job Corps high school programs strategy.

For **Creating New or Enhancing Existing High School Programs** - the Task Force will be introducing several tools available both on the Internet and in print form. These will include:

- A printed *State-by-State Inventory of High School Program Resources* that will include information, contacts, and websites for: state departments of education; state and regional accreditation organizations; state charter school offices; virtual high school programs; and, state contact information regarding teacher professional development and certification opportunities.
- A *Center Planning Tool* to assist centers in incorporating high school program development into their Center Development Plan.
- A web-based *Resource Map* to guide Job Corps users to specific information and tools related to their needs, through step-by-step processes for developing high school programs.

To support centers in exploring options for linking with **Virtual High School Programs**, the Task Force will provide centers with information on a variety of types of distance learning opportunities (for example, interactive educational programs delivered by satellite and cable television, and online programs). A specific tool being prepared for centers is:

- A *Virtual High School Evaluation Template* - a listing of criteria to assist centers in selecting a high quality online high school program such as course structure,

course delivery, cost considerations, technical requirements for the vendor and the center, and teacher credentials.

**Professional Development and Teacher Certification** is essential to raise student academic achievement levels and to enable Job Corps centers to fulfill accreditation requirements. Specific items being developed are:

- *Planning Tools* for centers and instructors to identify options for Job Corps instructors to become certified/re-certified and expand their professional development.
- An *Annotated Bibliography* of instructor professional development resources including online degree programs, national education associations, colleges and universities, information on financial assistance for teacher education, and publications on teacher certification programs.

The national office is developing plans which will involve **targeted training for academic managers sometime in the fall of 2002**. This session would feature workshops designed to provide assistance in how to use the tools listed above. Additional information will follow regarding training.

4. Expiration Date. June 30, 2002

5. Inquires. Direct inquiries to Marcus Gray at, (202) 693-3092, or email to [egray@doleta.gov](mailto:egray@doleta.gov); or Tom Deuschle at, (816) 425-3661, or email to [tdeuschle@doleta.gov](mailto:tdeuschle@doleta.gov).