

October 9, 2002

DIRECTIVE:	JOB CORPS INFORMATION NOTICE NO. 02-10
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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 AND SUPPORT CONTRACTORS
- ALL OUTREACH, ADMISSIONS AND CTS CONTRACTORS

FROM:

- RICHARD C. TRIGG
- National Director
- Office of Job Corps

SUBJECT: Academic Managers' Training on High School Programs

1. Purpose. To provide information on training to be held November 19 –20, 2002 for academic managers, operator staff, and regional project managers who are “points of contact” for high school program development. The training will focus on establishing and improving high school program opportunities for Job Corps students. In addition, a training check-in and networking session will be held on November 18, from 4:00 pm – 6:00 pm. There will also be an optional tour of the Excelsior Springs Job Corps Technical High School following the training on the morning of November 21.

2. Background. Job Corps is furthering a major initiative to improve academic achievement and increase students' high school diploma attainment. The initiative was launched in June 2001 with a Memorandum of Understanding between the Departments of Labor and Education. On March 13, 2002 the Office of Job Corps convened a Summit Meeting on the High School Diploma Initiative to outline Job Corps strategy to increase high school program opportunities for students. The Summit was followed by meetings of the Job Corps Task Force on High School Programs from March through June 2002. The twenty-two member Task Force recommended policy changes and developed a number of resources to carry out Job Corps' strategy for high school diploma attainment. The products were introduced during the Alpha Leadership Conference on July 22-24, 2002. These included a “State-by-State Directory” of information for centers to establish or enhance high school programs; a “Center Guide to Planning a High School Program”; and an interactive resources website: www.jccdr.org/grad. Policy and Requirements Handbook (PRH) changes to guide centers in implementing high school programs were released on September 24, 2002, in PRH Change Notice 02-02, “Policy Changes to Support High School Diploma Initiative”.

3. Planned National Office Training. The national office will conduct a 2-day training event on November 19-20, 2002, for center academic managers, operator staff, and regional project managers who are points of contact regarding high school programs. The training will focus on providing information and resources to assist centers in developing and improving high school program opportunities for students. The training will include information on:

- newly established PRH changes for high school program development;
- establishing accredited high school programs on center and partnerships with local schools;
- enhancing existing center high school programs and partnerships with schools;
- creating linkages with online high schools;
- certification and re-certification of Job Corps instructors;
- incorporating high school program options into students' personal career development planning;
- accommodating students with learning disabilities;
- applying electronic resources found on the www.jccdrc.org/grad website to improve center programs;
- strengthening basic academic courses; and
- high school curriculum resources.

Participants will be able to share information on effective approaches they have used, learn from high school experts outside the Job Corps system, and provide input to help shape a national system for teacher professional development.

Training sessions will run from 8:30 am to 5:00 pm on Tuesday, November 19 and from 8:30 am to 5:00 pm on Wednesday, November 20. Conference check-in and a special networking session will be held from 4:00 pm to 6:00 pm on Monday, November 18. An optional tour of the Excelsior Springs Job Corps Technical High School program will be available for participants on Thursday morning, November 21. Some operators are hosting meetings for academic managers following the training on Thursday, and others are encouraged to take advantage of that day for meetings. Travel days will be Monday, November 18 and Thursday, November 21. Please note that the final session on Wednesday ends at 5:00 pm; therefore anyone not participating in the optional tour on Thursday is asked to schedule their departure flight for after 7:00 pm, or stay overnight and depart in the morning.

4. Accommodations. A block of rooms has been reserved at the hotel where the training will take place. Participants will be responsible for making their own room arrangements by calling the reservations desk and giving the group name "Job Corps Academic Managers' Training". The hotel information is as follows:

Overland Park Marriott
10800 Metcalf Avenue
Overland Park, KS 66210
(913) 451-8000

Reservation cutoff date is October 21, 2002

5. Reimbursement. Travel reimbursement will not be provided by the national office for training participants.

6. Action. Center directors should plan to send one academic manager from each center to the training, for centers with On-Board-Strength (OBS) of less than 600. If a center's OBS is greater than 600, the center should send one additional academic manager.

Operators should plan to send one staff person responsible for the development of center high school programs. Regions are asked to send project managers who are "points of contact" for high school program development.

The registration form for the training is online at www.jccdr.org/grad. **The deadline for registration is October 21, 2002.** A registration fee of \$50.00 is due from each participant at the time of conference check-in on Monday afternoon from 4:00 pm - 6:00 pm or on Tuesday morning. Please make checks payable to "Decision Information Resources, Inc." Participants should visit the www.jccdr.org/grad website for additional information and updates on the training.

7. Expiration Date. December 1, 2003

8. Inquiries. Inquiries should be directed to Lynne Fry at (202) 693-3101; e-mail: lfry@doleta.gov.

Attachment