

Academic Managers' Training on High School Programs
November 19-20, 2002
Session Descriptions

□ *“Creating Opportunities for Students by Establishing New High School Programs”*

If you are just getting started in establishing a high school program, this workshop will provide practical resources and examples of how effective programs are developed. Participants will learn from education partners, Job Corps colleagues and online resources about forming partnerships with schools and becoming accredited as degree-granting high schools. To establish strong partnerships, participants will explore everything from reaching out to prospective partners, to developing a “Memorandum of Understanding”, to funding, scheduling, and staffing arrangements. For those interested in developing a diploma-granting high school program, the session will provide information including state-specific accreditation requirements, funding issues regarding accreditation, state standards-based curriculum and GED credits towards high school diplomas.

□ *“Fine Tuning an Existing High School Program”*

If you currently have an existing high school program, this workshop will provide you with an opportunity to improve its quality by learning from your peers and other experts. It will also enable you to share some of your “lessons learned” on maintaining strong programs. This session will address topics including reviewing current high school programs for strengths and opportunities for improvement, maintaining vital relationships with schools and school districts, tracking student progress with local school partners, undertaking joint professional development opportunities for Job Corps and other teachers, and seeking accreditation for centers with existing programs.

□ *“Investing in Your Teachers – Certification and Re-Certification”*

In an era of teacher shortages, Job Corps along with its high school partners is faced with a growing challenge to find and nurture certified teachers. In this session participants will explore a number of issues essential to getting and keeping certified staff in high school programs. These include: online teacher professional development and certification opportunities, re-certification of certified teachers to meet state requirements where centers are located, coordinating teaching responsibilities in a Job Corps center with continuing education, and certification of administrators and other staff to support high school programs.

□ *“From A to V – Linking with Virtual High School Programs”*

Virtual High Schools have the potential to allow Job Corps students tremendous flexibility in obtaining their diplomas – from providing a few courses to supplement existing curricula to offering a full high school program. What are the benefits and drawbacks for centers in developing linkages with online high school program providers? This session will address important considerations for centers in choosing virtual high school providers including costs,

acceptance of diplomas earned online, credits for Job Corps courses, and provision of staff preparation and technical assistance in set-up, operation and maintenance of programs. The session will feature virtual high school selection criteria and center readiness assessments prepared by the Job Corps High School Task Force.

□ *“It all starts with the Student – High School Diploma and Career Planning”*

For many Job Corps students a major career decision involves the selection of a high school program or GED training. This workshop will introduce the newly-developed electronic Personal Career Development Plan (PCDP) to provide Job Corps staff with a practical way for assessing students’ training needs and documenting a plan for students to undertake high school and other educational opportunities to fulfill their career goals. In this session participants will learn how to help students make informed choices about high school and other educational training within the Job Corps training framework. The session will also address related program issues such as strengthening basic academic training and GED classes to support students’ education in high school programs.

□ *“Meeting the Needs of Students with Learning Disabilities”*

While the Job Corps program has traditionally used individualized instruction, smaller class sizes, and other supportive services, it recognizes a growing number of national resources available to meet the special needs of students with learning disabilities. Participants in this session will come away with a basic understanding of the Americans with Disabilities Act as it relates to high school programs; how to read and understand IEPs, approaches for locating special education opportunities and instructors for Job Corps students and techniques for teaching students with special needs.

□ *“The Swap Shop – An Exchange of Effective Practices and Curriculum”*

Many academic managers have expressed an interest in learning from one another about effective academic curriculum and programs used on Job Corps centers. This session will feature roundtable discussions on both printed curriculum materials and software to strengthen academic programs ranging from basic reading, writing and math to GED and high school programs. It will also highlight discussions on materials and effective practices related to teaching strategies, lessons plans, classroom management, and the learning styles of students.

□ *“GRAD for Grads – Applying Job Corps Online High School Resources to Improve Programs”*

The GRAD (Great Resources for Achieving Diplomas!) website, www.jccdr.org/grad, was introduced at the July Alpha Conference and many centers have taken advantage of this new online resource. This workshop will allow participants to have hands-on experience in using this valuable tool to address specific questions regarding high school programs at their centers with assistance from the Job Corps High School Task Force members who created it.