

August 9, 2006

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NO. 06-03

TO: ALL JOB CORPS NATIONAL OFFICE 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: ESTHER R. JOHNSON
National Director
Office of Job Corps

SUBJECT: Website and Webinar Information for English Language Learner (ELL)
Initiative

1. Purpose. To advise the Job Corps community of the ELL website and upcoming webinars to advance the ELL initiative.
2. Background. Under Title VI of the Civil Rights Act and Executive Order 13166, the Job Corps program is required to provide language assistance to students with Limited English Proficiency (LEP) to ensure meaningful access and participation in the Job Corps program. To avoid the focus on deficiency embedded in the term LEP and to be consistent with current usage of the term in the educational community, Job Corps will replace the term LEP with ELL.

Job Corps serves over 6,000 ELL students annually who speak a wide variety of languages, including Spanish, Russian, French, Arabic, Ethiopian, Chinese and Vietnamese. Approximately one quarter of all Job Corps centers currently provide a full range of services for ELL students, including English as a Second Language (ESL). The intent of this initiative is for all Job Corps centers to enhance access to and effectiveness of services provided to ELL students.

Job Corps has developed a Strategic Plan to address the needs of ELL students requiring all centers to provide meaningful access to services for ELL students. It also provides guidance for improving access of services on all centers to ensure ELL students

have the opportunity to develop English language and acculturation skills needed to successfully graduate from Job Corps.

To assist outreach and center staff in recruiting, retaining, and serving ELL students, an ELL website has been created which houses numerous resources. These resources will ensure that all centers provide consistent ELL services nationwide and are in full compliance with all current applicable federal regulations. The ELL website is: <http://jccdr.jobcorps.gov/ELL/>.

A series of webinars will be held in order for the Job Corps community to become familiar with the new program requirements and aforementioned resources. Each webinar will provide attendees with details of the ELL website, including site-specific resources. Attendees will also have the opportunity to ask questions about the provision of ELL services to Job Corps students.

3. Webinar Dates and Participants. The first series of webinars will be held for Regional Office staff and Center Directors. Dates and specific attendees are as follows:

Dates	Time	Attendees
Tues., August 22, 2006	8:30 – 9:30 am EST	Philadelphia Regional Staff Philadelphia Region Center Directors
Tues., August 22, 2006	10 – 11 am EST	Boston Regional Staff Boston Region Center Directors
Tues., August 22, 2006	2 – 3 pm EST	San Francisco Regional Staff San Francisco Region Center Directors
Wed., August 23, 2006	2 – 3 pm EST	Dallas Regional Staff Dallas Region Center Directors
Wed., August 23, 2006	3:30 – 4:30 pm EST	Dallas Regional Staff Dallas Region Center Directors
Thurs., August 24, 2006	10 – 11 am EST	Atlanta Regional Staff Atlanta Region Center Directors
Thurs., August 24, 2006	2 – 3 pm EST	Chicago Regional Staff Chicago Region Center Directors

The second series of webinars will be held for center staff and Outreach and Admissions (OA) staff. Since space is limited, OA staff who work on, or in close proximity to, a center should make arrangements to participate with center staff. OA contractors should each select a designee to participate in the OA sessions listed below. This individual will be responsible for disseminating the information gathered to the contractor’s staff. The following center staff should participate in the webinars listed below:

Required Attendees:

- Center ELL Coordinator
- Career Technical and Academic Managers/Supervisors

Optional Attendees:

- Career Preparation Period (CPP) Coordinator
- ESL Instructor

Dates	Time	Attendees
Tues., August 29, 2006	10 – 11 am EST	Boston Region Center Staff
Tues., August 29, 2006	2 – 3 pm EST	San Francisco Region Center Staff
Wed., August 30, 2006	10 – 11 am EST	Philadelphia Region Center Staff
Wed., August 30, 2006	12 – 1 pm EST	Outreach & Admissions Contractors
Wed., August 30, 2006	2 – 3 pm EST	Dallas Region Center Staff
Wed., August 30, 2006	3:30 – 4:30 pm EST	Dallas Region Center Staff
Thurs., August 31, 2006	10 – 11 am EST	Atlanta Region Center Staff
Thurs., August 31, 2006	12 - 1 pm EST	Outreach & Admissions Contractors
Thurs., August 31, 2006	2 – 3 pm EST	Chicago Region Center Staff

Space for each webinar is limited. Therefore, it is important that there is only one point of access from each center and Regional Office. Please arrange to attend as a group from a conference room with a computer with internet access and a large screen or projection device to view the webinar simultaneously. In addition, a speaker phone will be needed.

4. Registration Information. Webinar participants must register at <http://jccdr.jobcorps.gov/ELL/webinar>. Registration opened on August 7, 2006 and must be completed by August 16, 2006. **In addition, each center, Regional Office, and OA contractor must designate a technical point of contact who will be responsible for setting up the computer and internet connection for the webinar. This person should send his or her name, center or organization, and date and time of webinar to be attended to elizabeth.austin@humanitas.com by August 11, 2006 in order to receive technical instructions.**

5. Action. Addressees are to ensure appropriate staff receives this Instruction with sufficient time to register by August 16, 2006.

6. Expiration Date. August 31, 2006.

7. Inquiries. Questions regarding the ELL initiative should be directed to Curtis Massey at (202) 693-3096 or email massey.curtis@dol.gov. Questions regarding webinar registration and technical assistance should be addressed to Elizabeth Austin at (301) 608-3290 ext. 402 or email elizabeth.austin@humanitas.com