

February 4, 2008

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NO. 07-25
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TO: ALL JOB CORPS NATIONAL OFFICE STAFF
ALL JOB CORPS REGIONAL OFFICE STAFF
ALL JOB CORPS CENTER OPERATORS

FROM: ESTHER R. JOHNSON, Ed.D.
National Director
Office of Job Corps

SUBJECT: Speakers, Tutors, and Mentors Data/Information Collection

1. Purpose. To collect baseline data and gather information from all Job Corps centers on the use of speakers, tutors, and mentors to support students' achievements.

2. Background. The Speakers, Tutors, Achievement, Retention, and Success (STARS) initiative is a major component of Job Corps' Vision for the 21st Century. It aids students in strengthening their literacy, numeracy, personal, and social development skills. STARS is designed to increase student retention in Job Corps, ensure student completion of their chosen course of study, and ultimately prepare them for the 21st century workplace.

Many Job Corps centers utilize speakers, mentors, and tutors, regardless of their involvement in the STARS initiative. It would be beneficial to establish some baseline data and gather information from all centers to better understand the level of involvement of such volunteers throughout the Job Corps program. We will use this information as we continue to evaluate the STARS initiative and its potential impact throughout the Job Corps community.

3. Action. All Job Corps operating contractors, including federal agencies, are required to complete the attached form for all their centers. Completed forms must be sent via e-mail to Liz Destreza at destreza.elizabeth@dol.gov by Friday, February 22, 2008.

Addressees are to ensure this Program Instruction is distributed to all appropriate staff.

4. Expiration Date. February 22, 2008.

5. Inquiries. Inquiries should be directed to Linda Marshall at (202) 693-3106 or marshall.linda@dol.gov or to Liz Destreza at (202) 693-8008 or destreza.elizabeth@dol.gov.

Attachment

Speakers, Tutors, and Mentors Data/Information Collection Form