

October 24, 2016

<b>DIRECTIVE:</b>	<b>JOB CORPS PROGRAM INSTRUCTION NOTICE NO. 16-18</b>
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**TO:** ALL JOB CORPS NATIONAL OFFICE STAFF  
ALL JOB CORPS REGIONAL OFFICE STAFF  
ALL JOB CORPS CENTER DIRECTORS  
ALL JOB CORPS CENTER OPERATORS  
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS  
ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS

**FROM:** LENITA JACOBS-SIMMONS  
National Director  
Office of Job Corps

**SUBJECT:** Read Across America Day and Job Corps' Reading to Lead Campaign

1. Purpose. To raise awareness of increasing students' reading levels and encourage students to participate in Read Across America Day March 2, 2017, by volunteering as readers at local elementary schools.

2. Background. Strong reading skills are essential for students' academic and career success. Therefore, centers must put in place activities and programs that strengthen on-center cultures of literacy, and help students understand that strong reading skills are critical. Through this campaign, Job Corps students will have the opportunity to increase reading skills, serve as role models for elementary school students, and develop their leadership skills through community involvement.

**The Reading to Lead initiative was developed to highlight the importance of reading for Job Corps students across the country. All centers are encouraged to coordinate their students read with reading in elementary school classrooms on Read Across America Day.**

As part of Reading to Lead, centers should support students' literacy and leadership skills by:

- **Encouraging students to read books that will increase their literacy levels.** In coming weeks, centers will receive book recommendations and suggestions for accessing e-books, audiobooks, and library cards.
- **Establishing a relationship with local elementary schools** by having Job Corps students read to elementary students. Centers are encouraged to read books with such messages as nonviolence, anti-bullying, and cooperation.

- **Preparing students to participate in Read Across America Day by coordinating centerwide activities during national literacy awareness days and weeks**, such as National Reading Day (Jan. 23, 2017).

3. Reference. An online toolkit is available at [jobcorpsreadingtolead.com](http://jobcorpsreadingtolead.com) with resources to assist in planning Reading to Lead activities. Resources include:

- Reading to Lead Overview Flier
- How to Hold a Book Drive Flier
- Suggested Student Reading List
- Suggested Classroom Reading List
- National literacy awareness dates

More information and resources will be shared via [jobcorpsreadingtolead.com](http://jobcorpsreadingtolead.com) and through communications to center staff leading up to Read Across America Day.

Read Across America Day is an annual youth celebration of reading and literacy that through events, partnerships, and reading resources, focuses on motivating young people to read. Information about Read Across America Day 2017 can be found at [readacrossamerica.org](http://readacrossamerica.org).

4. Action. Centers are encouraged to have students read to elementary school students in lower grades on Read Across America Day. In preparation for Read Across America Day, centers are urged to incorporate Reading to Lead into center culture with the suggested practice activities mentioned above. Centers are also encouraged to track student reading progress based on improved reading comprehension and increased reading activity. A tracking document will be available as a part of the online toolkit.

To begin preparing for Read Across America Day:

- Designate staff and students on center to help lead and participate in this initiative.
- Visit the online toolkit ([jobcorpsreadingtolead.com](http://jobcorpsreadingtolead.com)) and use available resources with students.
- Initiate Reading to Lead on center.
- Plan and practice for Read Across America Day March 2, 2017.

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

5. Timeframe. Until superseded.

6. Inquiries. Inquiries should be directed to Andrea Kyle Bobrik at (202) 693-3008 or [kyle.andrea@dol.gov](mailto:kyle.andrea@dol.gov).