

March 27, 1989

INTRODUCED BY ADRIEN GRUGER

PROPOSED NO. 89 - 261

MOTION NO. 7519

A MOTION adopting the implementation plan for the Vocational Education Project for Seattle School District high school students established in the 1989 budget.

WHEREAS, the 1989 adopted budget includes an appropriation of \$45,316 "for the purpose of creating a Vocational Education Project for Seattle School District high school students," and

WHEREAS, the King County work training program has developed an implementation plan in coordination with the Seattle Public School District and the King County department of public works, and

WHEREAS, there is a need for the jobs and training opportunities which King County can provide to thirty Seattle high school students who are in vocational training in accounting, computer usage, word processing, and keyboarding, and

WHEREAS, both Seattle Public School District high school vocational education students and King County will benefit from the project, and

WHEREAS, vocational education is of vital importance to the economic development of King County and deserves the county's support;

NOW THEREFORE BE IT MOVED by the Council of King County:

The attached Implementation Plan for the Vocational Education Project for Seattle School District high school students including the responsibilities of King County training sites, the role of the work training program, and the implementation timeline, is hereby adopted.

PASSED this 15th day of May, 1989.

KING COUNTY COUNCIL
KING COUNTY, WASHINGTON


Chairman

ATTEST:


Clerk of the Council

VOCATIONAL EDUCATION PROJECT FOR
SEATTLE SCHOOL DISTRICT HIGH SCHOOL STUDENTS

Implementation Plan

Background/Summary

The King County Council appropriated \$45,316 in the 1989 Department of Public Works budget "for the purpose of creating a Vocational Education Project for Seattle School District high school students, subject to Council approval of an implementation plan by March 31, 1989." The Work Training Program (WTP), within the Community Services Division of the Department of Human Resources, was designated as the program which would plan and implement this project.

It is recommended that the County proceed with this project. It is feasible within the current appropriation. The project can be implemented and fully operational during the fall of 1989 as proposed in the 1989 budget.

Budget

In the 1989 budget, \$45,316 was included for this project. To insure proper fiscal control and management, the \$45,316 should be transferred to the WTP budget. WTP will oversee the project and will handle the payroll for the vocational education students. Please see the enclosed budget.

Requirements for Seattle Public Schools Vocational Education Students

Thirty students will be placed in paid jobs and receive training at worksites throughout King County government. Students will be selected from the ten Seattle high schools and will have vocational training in at least one of three occupational areas: accounting, computers/word processing/inventory, or keyboarding/filing.

Participating students will be at the junior or senior grade level. They will be available for work for two to three hours per day, primarily between 1:30 and 4:30 p.m. each day. Accounting students must have completed one year of coursework or be enrolled in advanced standing. Computer students must have completed at least one semester in word processing, introduction to computers or computer applications. Keyboarding students must have completed at least one semester.

Students will be selected for this program by Seattle Public Schools and King County WTP staff. Students will be interviewed for positions by the King County staff within the participating departments who have positions open for students through this program.

WTP staff will work with each student, the School District, and each student's King County training site supervisor to develop an individual training agreement. This agreement will specify the responsibilities of the student and the skill areas which the student will learn while on the job.

Responsibilities of King County Training Sites

7519

The Department of Public Works can offer approximately ten appropriate training positions through this project. WTP staff will develop at least 20 other positions within the other departments of King County government.

The jobs through this project must primarily be in Seattle because of the location of the students' schools, and because of the students' part-time availability. The jobs must be in offices due to the vocational training areas from which the students will be selected.

At a minimum, the King County departments selected for this project will have the responsibilities listed below:

1. Provide ten to 12 hours of meaningful work each week, from approximately September 11, 1989 through December 22, 1989. Students work hours will not exceed King County Personnel requirements for part-time employees.
2. Provide adequate supervision for their student worker(s).
3. Provide a variety of work.
4. Provide training in at least three skill areas.
5. Keep time and attendance records for each student.
6. Complete performance evaluations on a periodic basis.

WTP staff will work with training site supervisors to develop positions and job descriptions, which will include the minimum qualifications and the skills necessary to be eligible for the position. If a student selected for a particular position does not work out, the training site supervisor may terminate the participant from the position after consulting with WTP staff.

Role of the Work Training Program

Beginning July 1, 1989, WTP will assign one staff member to coordinate this project. WTP's responsibilities are listed below:

1. Work with the Seattle Public Schools to recruit and select appropriate vocational education students for this project.
2. Work with participating King County departments and training sites to develop positions.
3. Coordinate the student referral(s) and interview(s) for each position.
4. Develop the individual training agreement in coordination with Seattle Public Schools, the student and the training site.
5. Provide an orientation, support, consultation, and training for the King County supervisors participating in this project.
6. Provide employment and vocational counseling for participating students and arrange for relevant career exploration activities.
7. Manage and monitor payroll for the participating students.

Implementation Timeline

April - May 1989:

- o Seattle Public School District and WTP staff meet to determine student recruitment and selection process.
- o Publicize the King County Vocational Education Project to this year's tenth and eleventh grade vocational education students in accounting, computers/word processing, and keyboarding classes.

May - June 1989:

- o Present this project and the requirements for participation as a training site to appropriate personnel in King County government offices.
- o Determine which King County departments are interested in participating in this project.
- o Select the contact(s) within each department to develop the positions.

July - August 1989:

- o WTP staff develop and prepare job descriptions for each position.
- o WTP staff develop the instructions and orientation and training materials for supervisors.
- o Final arrangements are made with the School District for the student selection process.

September 1989

- o Students are selected for the project.
- o Students, School District staff, and WTP staff review job descriptions and select the positions for which each student will apply.
- o King County government training site supervisors interview student(s) for each position.
- o Students are offered and accept positions.
- o Individual training agreements are developed.
- o Students begin their work and training.

October - November 1989

- o Supervisors evaluate student performance and progress.
- o WTP staff review and update, if necessary, the individual training agreements.

December 1989

- o Supervisors complete second evaluation of student performance and progress.
- o WTP evaluates the training and supervision provided at each training site.
- o King County Departments, supervisors, students, school district staff, and WTP staff evaluate the project.

VOCATIONAL EDUCATION PROJECT FOR
SEATTLE SCHOOL DISTRICT HIGH SCHOOL STUDENTSBudget

\$25,510 Participant Wages and Benefits; 30 students
\$4.25 per hour plus \$0.1681 per hour in industrial insurance
Ten to 12 hours per week
13 to 16 weeks (September - December)

\$14,309 Work Training Program Counselor/Caseworker Wages
July 1, 1989 - December 31, 1989

\$ 4,066 Benefits

\$ 1,431 Direct Operations and Maintenance Costs

\$45,316 TOTAL BUDGET

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3/27/89