

**Akron Public Schools**  
**OFFICE OF CAREER EDUCATION**  
**BULLETIN #9: *Early Job Placement***

The Early Job Placement program is voluntary and intended to reward capable senior students who have met or surpassed program requirements as outlined in the Graded Courses of Study. Students who have demonstrated mastery of required skills in their respective training programs are eligible to participate in the Early Job Placement program. *Early job placement is only to include those sites which remain in compliance with title IX of the Educational Amendment Act of 1972 which states: “No person shall, on the basis of sex, race or handicap, be excluded from participation in, be denied the benefit of, or be subjected to discrimination under an education program or activity receiving federal assistance”* (review Bulletin 2, Sex Equity).

**STUDENT PARTICIPATION**

It is beneficial for qualified students to transition early into the employment sector so that they can experience on-the-job training on diversified equipment and have an advantage in obtaining full-time employment upon graduation. Students must:

- Have completed one entire year of lab and related work (Level I; at least 450 hours) in one program;
- Participate during the second semester of the senior year\*
- Have passed the Ohio Graduation Test or have established an acceptable remediation program in order to pass;
- Be on track for graduation;
- Return for ITAC/OCAP tests in the spring of their senior year; and
- Include ITAC/OCAP competencies the Career Passport and be proficient in 90% of the core OCAPS).

**TEACHER PARTICIPATION**

The building principal or his/her designee **MUST** properly release each student approved for early placement. **Prior to placement**, each instructor accepts the responsibility for:

- (1) The review of the entire Early Job Placement packet, as each segment is important if early placement is to be successful. Your packet should include:

a. Dear Parent Letter	d. Sample Work permit	f. Training plan
b. Dear Student Letter	e. Training Agreement	g. Employer’s Monthly Student Evaluation
c. Dear Employer Letter		
- (2) Appropriate job placement commensurate with the program and the abilities of the student;
- (3) Completing the training agreement;
- (4) Developing a training plan;
- (5) Securing a student identification card (see Bulletin 8):
- (6) Securing a work permit; and

**AFTER PLACEMENT**

- (7) Documentation of appropriate safety training; and
- (8) Provide periodic contacts with the student and the employer (two per month).

\*Any exceptions to the above **MUST** be directed to your Career Education Coordinator.

If you have questions concerning this bulletin, please call the Office of Career Education.



**OFFICE OF CAREER EDUCATION**

Ott Staff Development Center, Room 210 ~ 65 Steiner Ave., Akron OH 44301

Phone 330-761-3130 ~ Fax 330-761-3242

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Dear Parent:

The time is near for selected senior Career Education students in the Akron Public Schools to apply their skills and training at an appropriate business within the Akron community. Early Job Placement is conducted with a cooperating employer through the combined efforts of the Career Education staff, advisory committees and the student.

Once an appropriate job has been secured, the student will be excused from the lab periods of the school day for on-the-job experiences. Upon approval of your child's participation in the program, please sign and return the TRAINING AGREEMENT to the instructor. If the Early Job Placement ends, the student will immediately return to a full school schedule.

Students who have the opportunity to enter the job market early are not necessarily guaranteed employment after graduation, and employers are under no obligation to employ them. However, many do because of the quality performance exhibited by our students.

Transportation to the workstation is the responsibility of the student and/or parent. **IMPORTANT: The Akron Public Schools does not provide insurance coverage for students who drive their own automobiles to approved, school-scheduled events. Please be aware that if your son or daughter drives to these functions, the driver is responsible for insurance coverage and may not, under any circumstances, transport another student to the job site.**

We have enjoyed the opportunity of working with your child and give our best wishes for success in the Early Job Placement Program and full-time employment which may follow after graduation. You should be proud that your child has performed so well in Career Education and was selected for this program.

If you have any questions concerning the Early Job Placement Program, please contact your child's Career Education teacher.

Sincerely,

Howard Lawson, Director  
Office of Career Education.

Dear Student:

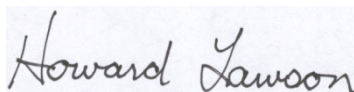
Congratulations! You have earned the privilege of participating in the Early Job Placement Program (EJPP). This program allows you to apply your skill training to an appropriate career employment situation. The cooperating employer has agreed to accept your services and to assist in furthering your skill development.

As you embark upon this opportunity, several thoughts come to mind to share with you:

1. Possessing skills are important to any worker in doing the assigned work. **EVEN MORE IMPORTANT** is the ability to get along with the people with whom you work. Most people who experience difficulty on the job (and in life) are those who fail in the area of human relations. Maintain a healthy attitude, be willing to forgive and forget, and expect to give more than you receive. *Success and self-satisfaction will be your reward!*
2. You represent the good will, interest and financial investment of thousands of Akron area residents and teachers who have made possible your academic and training program. Your performance on the job and your community participation will be evidence of how you have accepted this trust and responsibility.
3. Life-long learning requirements of today's global society make it imperative for you to continue your formal education some time after high school graduation. Look into any educational opportunities as they become available. Many employers provide in-house training, as well as tuition reimbursement or apprenticeships.

I wish you every success in this early placement opportunity and in your future endeavors. We look forward to your immediate and long-range feedback which, in turn, will continue to help us develop a better Career Education program for those students who will follow you.

Sincerely,



Howard Lawson, Director  
Office of Career Education



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Dear Employer:

During the senior year, qualified Career Education students in the Akron Public Schools have the opportunity to be employed in training-related jobs. This employment experience is designed to take the place of the students' lab periods. With the continuing cooperation of business and industry, these work experiences will help students apply what they have been learning. Also, it will provide the school with an opportunity to respond to your suggestions for curriculum modifications.

In assigning selected students to Early Job Placement, we are very much concerned that we adhere to the laws governing the employment of minors. Students, under the age of 18 who come to you may be employed in all types of jobs, as long as you have helped process a work permit and have indicated that the student is enrolled in a career program. **“Students enrolled in bona fide vocational programs are permitted by law to work – even in jobs that are considered hazardous so long as all training agreements, training plans and safety training are adhered to.”** The student's instructor will be able to explain these obligations.

Additionally, Title IX of the Educational Amendments of 1972 states:

*“No person shall, on the basis of sex, race or handicap, be excluded from participation in, be denied the benefit of, or be subjected to discrimination under an education program or activity receiving federal financial assistance.”*

Your organization is identified by the teacher as an appropriate training station. It is a privilege for this student to be employed by you in this Early Placement Program. With the assistance of the instructor, you will work to develop a cooperative training plan that outlines the job tasks for this experience. In addition, the instructor will make periodic visits/contacts to determine how well the student has adjusted to the work environment. We appreciate this cooperative effort and ask that you work with us on completing the Training Agreement containing the Minor Wage and Hour Provision **required by state and federal law.**

We have included copies of a:

1. Training Agreement
2. Training Plan
3. Sample student “Monthly Evaluation” form

We thank you for your assistance and cooperation with the Akron Public Schools in providing our young people with meaningful learning experiences relating to their area of skill training. If you have any questions, please give me a call at 330-761-3130.

Sincerely,

Howard Lawson, Director  
Office of Career Education

Enclosures



## PROCEDURES FOR THE COMPLETION OF A WORK PERMIT

\*\*\*\*\*READ ALL INSTRUCTIONS CAREFULLY\*\*\*\*\*

**The card itself is to be secured from your unit office.**

1. The SCHOOL RECORD section **must** be filled out and signed by someone in the school office.
2. The STUDENT INFORMATION section **must** be filled out and signed by the parent/guardian.
3. The student's employer **must** fill out the side of the card which is marked **EMPLOYER'S AGREEMENT**.
4. The physical examination portion may be filled out by any physician. If needed, appointments for physical exams can also be made by calling the Work Permit Office (330-761-2731). Appointments **must** be made in advance. The student will be examined at the Sports and Rehab Center located at 215 W. Bowery Street, Suite 7300, behind Children's Hospital Medical Center.
5. When all requirements have been met and he/she is passed by the doctor, the student will bring the completed application card, along with his/her **birth certificate**, to the **WORK PERMIT OFFICE, AKRON PUBLIC SCHOOLS, 70 NORTH BROADWAY, MONDAY THROUGH FRIDAY ONLY. THE STUDENT MUST BE PRESENT TO SIGN THE WORK PERMIT.**





# TRAINING PLAN

## Early Job Placement, Internship and Co-op

Page \_\_\_\_\_ of \_\_\_\_\_

Student Name \_\_\_\_\_ Instructor \_\_\_\_\_

Program \_\_\_\_\_ School \_\_\_\_\_

Date \_\_\_\_\_ Training Station \_\_\_\_\_

Early placement opportunities should enhance skill development and address competencies as outlined in the program's Graded Course of Study.

<b>SKILLS TO BE LEARNED*</b>	<b>OCCUPATIONAL COMPETENCIES (Course Outline)</b>	<b>RELATED TECHNOLOGY (Correlated between what is taught and the occupational competencies)</b>

\*Check the selected competencies from the Graded Course of Study to be gained.

Student Name \_\_\_\_\_ Training Station \_\_\_\_\_

<b>SKILLS TO BE LEARNED*</b>	<b>OCCUPATIONAL COMPETENCIES (Course Outline)</b>	<b>RELATED TECHNOLOGY (Correlated between what is taught and the occupational competencies)</b>

\*Check the selected competencies from the Graded Course of Study to be gained.

**Employer's Student Evaluation Sheet**

This report is your appraisal of the student's present work. Your comments and recommendations are of great value in counseling the student. This report will be used by the teacher to help the student upgrade those areas in need of improvement. Please circle the number which best describes the student's performance at work:

STUDENT \_\_\_\_\_  
TRAINING STATION \_\_\_\_\_  
JOB TITLE \_\_\_\_\_  
DATE \_\_\_\_\_

**SCORING KEY**

5 points – OUTSTANDING  
4 points – GOOD  
3 points – AVERAGE  
2 points – FAIR  
1 point - POOR

**GENERAL AREAS OF EVALUATION**

Attendance	5	4	3	2	1
Dependability	5	4	3	2	1
Attitude	5	4	3	2	1
Workmanship	5	4	3	2	1
Human Relations	5	4	3	2	1
Personal Appearance	5	4	3	2	1
Safety Procedures	5	4	3	2	1
Company Policies	5	4	3	2	1

**COMPETENCIES RELATING TO TRAINING PLAN**

_____	5	4	3	2	1
_____	5	4	3	2	1
_____	5	4	3	2	1
_____	5	4	3	2	1
_____	5	4	3	2	1

Student's most outstanding quality \_\_\_\_\_

Recommended areas for improvement \_\_\_\_\_

\_\_\_\_\_  
Training Sponsor's Signature