



Clerical APPRENTICESHIP PROGRAM

**Apprenticeship Training Program for
Clerical positions**

**A partnership between
Newport News Public Schools
and
Virginia Department of Labor and Industry**

NEWPORT NEWS



PUBLIC SCHOOLS

Purpose:

The purpose of the Apprenticeship Program is to ensure the professional development of all clerical employees by providing relevant, educational & on the job training. Employees may earn increases to their salaries with successful completion of level requirements.

Benefits:

Some of the benefits to the staff will be:

- increased pay for a higher level of skills
- increased knowledge & skills
- no charge to the employee for coursework

The school system will benefit by having a highly qualified work force that will ensure a commitment to customer service and organizational expertise.

Who is eligible?

Any non-probationary, contracted, clerical employee, who has been in good standing for the past 3 years, is eligible to enroll. "Good standing" is defined as having no write ups or Performance Improvement Plans (PIP) and good attendance. Employees must have at least a high school diploma or GED to participate in the program. Participation in the program is voluntary. The employee must participate on his/her own time. If an employee chooses not to participate, he/she will continue to benefit from the standard pay scale.

How do I enroll?

Obtain an Apprenticeship Application Form online from the Human Resources webpage during the application period. Obtain a recommendation from your immediate supervisor. Send the completed copy to the Human Resources office by the deadline. Please contact the Human Resources office for application period dates.

Selection Process:

- Eligible candidates will be interviewed before being selected. You will be notified when interviews will take place.
- Must have a principal/supervisor recommendation.

Expectations:

- The Apprentice is expected to maintain a passing grade, "C" or better in all courses.
- The Apprentice is expected to attend **ALL** scheduled courses. If an Apprentice has more than 3 absences (for any reason) each year during the apprenticeship cycle he/she will be removed from the program. The Apprentice is responsible for seeking approval for absences from the Human Resource Employment Services Coordinator and it is his/her responsibility to make up all work missed. No exceptions will be made for illness, vacations, parent conferences, part time jobs, etc. All missed work will be made up. Apprentices may be asked to research the topic missed and write a paper or another alternative assignment to hold them accountable for the content missed.
- Any assignments turned in late will result in a reduced grade. Grades will be dropped a letter grade for every class period it is late.
- All assignments and online classes shall be completed on personal time, not NNPS time.

- The Apprentice is expected to be prepared for class and complete all required assignments by the due dates given. The Apprentice should contact the Human Resources Coordinator immediately if unable to adhere to any deadlines. Any work turned in late will result in the grade being dropped a letter grade.
- If the Apprentice has any work performance issues or disciplinary occurrences while in the program it will result in the Apprentice being dropped from the program.
- The Apprentice will be supported by a mentor.

Year 1 Requirements:

<i>Clerical Apprenticeship Program - Year 1 Course Schedule</i>			
October		March	
Program Requirements	2	Spanish I-con't	12
Time Management/Organization Skills	4	Public Speaking & Project Presentation	6
Team Building	2	April	
Word	2	Math 101-Online	17
Writing Basics 101 (Online) Part 1	15	Excel	2
	25	Legal Issues	4
November			
Writing Basics 101 (Online) Part 2	15	May	
Outlook	2	PowerPoint	2
		Crisis Training	4
	17	Sensitivity Training (Online)	7
December			
English 1-Reading Main Ides	10	June	
English 1-Supporting Details		Project-Self Reflection & Development Plan	6
English 1-Inferences/Drawing Conclusions			
English 1- Text Structure			
January			
Keys to Effective Communication	4		
One Note	2		

Changing Role of Secretaries	2		
General Secretary 101-(Online)	10		
February			
Planning Meetings & Arranging Travel	2		
Great Customer Service	4		
Working with ESL Families	2		
Spanish 1	8		

Successful Year 1 Completion will include:

- Successful completion of all required coursework and 144 classroom hours
- Completion of all on the job training (minimum 1000 hours)
- Satisfactory performance evaluation
- Receive a 3.5% salary increase

Year 2 Requirements:

<i>Clerical Apprenticeship Program - Year 2 Course Schedule</i>			
October			March
Leadership Skills	2	Graphic Design & Publisher w/ Project	8
Teambuilding	2	Student Advancement	6
Dealing with Difficult People-(Online)	14		
Financial Functions	4	April	
November		Business Etiquette and Professionalism-(Online)	20
Goal Setting & Professional Development Plans	2	SharePoint	4

Spanish II	12	Generational Differences	2
		May	
December		Interviewing Skills	4
Spanish II con't	8	Google Docs	4
		School Operations-CNS	2
		School Operations-Plant Services	2
		School Operations-Transportation	2
January		June	
Conflict Management-(Online)	10	Final project and Presentation	12
English II	10	Apprentice Wrap Up	2
Dealing with Workplace Stress	2		
February			
Records Management	6		
Coaching & Feedback	10		
NNPS Event Planning & Project Presentation	8		

Successful Year 2 Completion will include:

- Successful completion of all required coursework and 144 classroom hours
- Completion of all on the job training (minimum 1000 hours)
- Receive a recommendation from immediate supervisor and Clerical Advisory Board
- Satisfactory performance evaluation

Year 2 Rewards:

- Receive a 3.5% salary increase and a title addition