Division of Apprenticeship Standards (DAS)

Apprenticeship Program Summary Sheet

To: Adele Burnes, Chief
From: Tony Pena
CC: DAS, Program Planning & Review Unit
Date: November 5, 2025

Program Name: Pasadena City College Teacher Aide Apprenticeship
Industry: Education
DAS File No.: 101452
Grant Awardee: ☐ No ☒ Yes CAI 2023-24

Action(s):

- ☒ Proposed new apprentice program
- ☐ Existing apprenticeship program adding new occupations
- ☐ Existing apprenticeship program expanding area of operations
- ☐ Existing apprenticeship program changing work processes on approved occupations

Labor Organization(s) Representing Apprentices:

Teamsters Local 911 – 9900 Flower Street, Bellflower, CA 90706

Request for Approval under Labor Code 3075:

Pasadena City College Teacher Aide Apprenticeship is not intended to train in the building and construction trades and is not eligible to dispatch apprentices to projects with public works, prevailing wage or skilled and trained workforce requirements within the meaning of Labor Code sections 1720 and 3075 and will not train or dispatch apprentices in the building and construction trades or firefighters occupations.

Comments:

Pasadena City College's (PCC) Teacher Aide Apprenticeship Program represents a pivotal "earn-while-you-learn" model, offering a dynamic solution to the pressing shortage of educators in K12 classrooms. This innovative program delivers top-tier instruction and invaluable practical experience, preparing apprentices to effectively support diverse student populations across elementary, middle, and high school settings. Participants benefit from a comprehensive structure that includes paid on-the-job training, dedicated mentorship, robust academic guidance, and strong community connections, ensuring they are well-equipped to contribute immediately to the educational workforce.

Pasadena City College Teacher Aide Apprenticeship and Teamsters Local 911 will oversee the apprenticeship program herein and seeks approval from the Department of Industrial Relations, Division of Apprenticeship Standards for the following:

Proposed Occupation, Wage Rate & O*Net Code:

- Early Childhood Education Teacher Aide — O*Net: 25-9042.00
  - Professional Worker Wage: $20.56 per hour
  - Proposed Apprentice Wage: $18.64 per hour
  - Proposed No. of Apprentices: 25
- Elementary Education Teacher Aide — O*Net: 25-9042.00
  - Professional Worker Wage: $20.56 per hour
  - Proposed Apprentice Wage: $18.64 per hour
  - Proposed No. of Apprentices: 25
- Single Subject Teacher Aide — O*Net: 25-9042.00
  - Professional Worker Wage: $20.56 per hour
  - Proposed Apprentice Wage: $18.64 per hour
  - Proposed No. of Apprentices: 25

Proposed Employers:

- San Gabriel Unified School District – 408 Junipero Serro Drive, San Gabriel, CA 91776
  - Occupation(s): Early Childhood Education Teacher Aide; Elementary Education Teacher Aide; Single Subject Teacher Aide

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Pasadena City College Teacher Aide Apprenticeship Program Standards

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Article I Purpose and Policy

The parties hereto declare it to be their purpose and policy to establish an organized, planned system of apprenticeship, conducted as an education sponsored, employer-based undertaking.

These standards have, therefore, been adopted and agreed upon under the Shelley-Maloney Apprentice Labor Standards Act of 1939, as amended, to govern the employment and training of apprentices in the trade, craft or occupation defined herein, to become effective upon their approval.

Article II Craft, Trade or Occupation, Related and Supplemental Instruction, Term of Apprenticeship, Ratio, Wage Schedule and Work Training

Occupation	O*Net Code	Attachment
Early Childhood Education Teacher Aide	25-9042.00	B-1
Elementary Education Teacher Aide	25-9042.00	B-2
Single Subject Teacher Aide	25-9042.00	B-3

Article III Organization

For each employer participating in this program, an “Employer Agreement” (See Attachment D) will be provided to specify the information particular to that employer as noted herein, including the option to waive or offer participation on the committee, employer committee members will be selected as outlined in the rules & regulations.

Article IV Jurisdiction

These standards shall apply to the employer and employee organizations signatory hereto; their members, to other employers who subscribe hereto or who are party to a collective bargaining agreement with an employee organization(s) signatory hereto, and to all apprentice agreements hereunder.

Area Covered by Standards: All CA Counties

Article V Functions

The functions of the apprenticeship committee shall be to:

1) develop an efficient program of apprenticeship through systematic on-the-job training with related and supplemental instruction and periodic evaluation of each apprentice;
2) serve in an advisory capacity with employers and employees in matters pertaining to these standards;
3) ensure the program's ability, including financial ability, and commitment to meet and carry out its responsibilities under federal and state law and regulations applicable to the apprenticeable occupation and for the welfare of the apprentice;
4) aid in the adjustment of apprenticeship disputes;
5) develop fair and impartial selection procedures and an affirmative action plan in accordance with existing laws and regulations and apply them uniformly in the selection of applicants for apprenticeship.

Article VI Responsibilities

The responsibilities of the apprenticeship committee shall be to:

1) supervise the administration and enforcement of these standards;
2) adopt such rules and regulations as are necessary to govern the program provided that the rules and regulations do not conflict with these standards;
3) conduct orientations, workshops or other educational sessions for employers to explain the apprenticeship program's standards and the operation of the apprenticeship program;
4) pass upon the qualification of employers and, when appropriate, to suspend or withdraw approval;
5) conduct on-going evaluation of the interest and capacity of employers to participate in the apprenticeship program and to train apprentices on the job;
6) make periodic evaluations of each apprentices on-the-job training and related and supplemental instruction;
7) ensure safe work site facilities, skilled workers as trainers at the work site, and safe equipment sufficient to train apprentices;
8) determine the qualifications of apprentice applicants and ensure fair and impartial treatment of applicants for apprenticeship selected through uniform selection procedures;
9) file a signed copy, written or electronic, of each apprentice agreement with the Division of Apprenticeship Standards, within 30 days of execution, with copies to all parties to the agreement;
10) establish and utilize a procedure to record and maintain all records of the apprentice's worksite job progress and progress in related and supplemental instruction;

11) establish and utilize a system for the periodic review and evaluation of the apprentice's progress in job performance and related instruction;
12) discipline apprentices, up to and including termination, for failure to fulfill their obligations on-the-job or in related instruction, including provisions for fair hearings;
13) annually prepare and submit a Self-Assessment Review as well as a Program Improvement Plan to the Chief of the Division of Apprenticeship Standards;
14) ensure training and supervision, both on the job and in related instruction, in first aid, safe working practices and the recognition of occupational health and safety hazards;
15) ensure training in the recognition of illegal discrimination and sexual harassment;
16) establish an adequate mechanism to be used for the rotation of the apprentice from work process to work process to assure the apprentice of complete training in the apprenticeable occupation including mobility between employers when essential to provide exposure and training in various work processes in the apprenticeable occupation;
17) establish an adequate mechanism that will be used to provide apprentices with reasonably continuous employment in the event of a lay-off or the inability of one employer to provide training in all work processes as outlined in the standards;
18) comply with meaningful representation requirements for the interests of apprentices in the management of the program where apprentices are at least equally represented on an advisory panel established by the apprenticeship committee responsible for the operation of the program;
19) adopt changes to these standards, as necessary, subject to the approval of the parties hereto and the Chief of the Division of Apprenticeship Standards.

Article VII Definition of an Apprentice

An apprentice is a person at least 16 years of age, who has met the requirements for selection under the selection procedures of participating employer, who is engaged in learning a designated craft or trade and who has entered into a written apprentice agreement under the provisions of these standards.

Article VIII Duties of an Apprentice

Each apprentice shall satisfactorily perform all work and learning assignments both on the job and in related instruction and shall comply with the rules, regulations and decisions of the apprenticeship committee.

Article IX Apprentice Agreement

1) Each apprentice agreement shall conform to the State law governing apprentice agreements, and shall be signed by the employer, by the program sponsor, and by the apprentice and must be approved by the apprenticeship committee.
2) Each apprentice shall be furnished a copy of or be given an opportunity to study these standards before registration. These standards shall be considered a part of the apprentice agreement as though expressly written therein.
3) If the apprentice is under 18 years of age, the agreement must be signed by the apprentice's parent or guardian. When the period of training extends beyond 18, the apprentice agreement shall likewise be binding to such a period as may be covered.

Article X Termination and Transfer of Agreements

1) During the probationary period, an apprentice agreement shall be terminated by the apprenticeship committee at the request in writing of either party. After such probationary period, an apprentice agreement may be terminated by the Administrator by mutual agreement of all the parties thereto or cancelled by the Administrator for good and sufficient reason.
2) If an employer is unable to fulfill his/her obligations to train under any apprentice agreement or in the event of a layoff, the apprenticeship committee may, with the approval of the Administrator, transfer such agreement to any other employer if the apprentice consents, and such other employer agrees to assume the obligation of said apprentice agreement.

Article XI Lay-off

1) If for any reason a lay-off of an apprentice occurs, the apprentice agreement shall remain in effect unless cancelled by the Administrator. However, credit for related instruction shall be given when the apprentice continues such instruction during the lay-off.
2) There shall be no liability on the part of the employer, the program, or the committee for an injury sustained by an apprentice engaged in schoolwork at a time when the apprentice is unemployed.

Article XII Controversies

All controversies or differences concerning apprentice agreements that cannot be adjusted locally by the apprenticeship committee or otherwise shall be submitted to the Administrator for determination.

Article XIII Certificate of Completion

1) In addition to previous on-the-job training and related school instruction, which is of an approved nature, the Apprentice shall have completed not less than an additional six (6) months as an apprentice under the laws of the State of California and demonstrated mastery of the skills and knowledge of the prescribed program.
2) In recognition of unusual ability and progress, the apprenticeship committee may decrease the term of apprenticeship for an individual apprentice not more than twelve and one-half percent (12½%).
3) Upon evidence of satisfactory completion of apprenticeship, and upon the recommendation of the apprenticeship committee, each apprentice will be issued a Certificate of Completion by the authority of the Chief of the Division of Apprenticeship Standards and the Interagency Advisory Committee on Apprenticeship.

Article XIV Equal Opportunity in Apprenticeship

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation or veteran or military status.

Pasadena City College Teacher Aide Apprenticeship will ensure selection procedures meet objective standards and maintain a fair and equitable selection process for all applicants.

Article XV Written Applications

Applications for apprenticeship will be accepted:

Applications for apprenticeship will be accepted Monday – Friday, 9:00 a.m. to 4:00 p.m., at the Pasadena City College Freeman Center, 1570 East Colorado Boulevard, Pasadena, CA 91106.

Article XVI Records

All records will be maintained, in written or electronic form, for five years and kept at:

Pasadena City College Teacher Aide Apprenticeship
Economic and Workforce Development (EWD)
1570 East Colorado Boulevard, Suite C-241
Pasadena, CA 91106

Article XVII Annual Compliance

Pasadena City College Teacher Aide Apprenticeship will submit an annual compliance report to the Division of Apprenticeship Standards as requested by the Division.

Pasadena City College Teacher Aide Apprenticeship agrees to accept electronic signatures for these Division of Apprenticeship Standards and all related Division of Apprenticeship Standards documents.

The foregoing standards are hereby agreed to and adopted by Pasadena City College Teacher Aide Apprenticeship on August 22, 2025 (Committee approval date).

Employer Organization

Pasadena City College Teacher Aide Apprenticeship

Economic and Workforce Development (EWD), 1570 East Colorado Boulevard, Suite C-241, Pasadena, CA 91106

_____ _____

Salvatrice Cummo, Vice President, Economic and Workforce Development — Date

Employee Organization

Teamsters Local 911

9900 Flower Street, Bellflower, CA 90706

_____ _____

Michael Leon, Business Representative — Date

The foregoing apprenticeship standards, being in conformity with the applicable California Labor Code, California Code of Regulations and Federal Regulations, are hereby approved

_____.

(DAS approval date)

_____ _____

Adele Burnes, Chief — Date

Division of Apprenticeship Standards

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Attachment B-1
Training Schedule and Working Conditions

Pasadena City College Teacher Aide Apprenticeship

Occupation

Occupation: Early Childhood Education Teacher Aide
O*Net Code: 25-9042.00

Article I Term of Apprenticeship and Probation

The standard term of apprenticeship shall be a competency-based approach, with approximately 2000 on-the-job training (OJT) hours, 1134 related and supplemental instruction (RSI) hours, and completed within approximately 24 months.

The period of probation shall be reasonable in relation to the full apprenticeship term, with full credit given for such period toward completion of the apprenticeship, and in no event shall exceed the shorter of 25 percent of the length of the program or one year. The period of probation shall be six (6) months.

Article II Wage Schedule

Professional Worker Wage:

$ 20.56 per hour effective 3/27/2026.

Apprentice Wage and Advancement Schedule:

In no case shall an Apprentice receive a starting wage that is less than the applicable federal, state or local entity (city or county) minimum wage, whichever is higher for the county or city where the apprentice is working. The applicable minimum wage law shall establish the effective date of the minimum wage.

To advance from one period to the next, the apprentice shall have met the following requirements:

1st period	0% Competencies	$ 18.64 /hour
2nd period	50% Competencies	$ 19.58 /hour
3rd period	100% Competencies	$ 20.56 /hour

Hours of Work and Working Conditions and Overtime Provision:

Eight hours of labor constitutes a day's work. Employment beyond eight hours in any workday or more than six days in any workweek requires the employee to be compensated for the overtime at not less than one and one-half times the employee's regular rate of pay for all hours worked in excess of eight hours, up to and including 12 hours in any workday, and for the first eight hours worked on the seventh consecutive day of work in a workweek; and double the employee's regular rate of pay for all hours worked in excess of 12 hours in any workday and for all hours worked in excess of eight on the seventh consecutive day of work in a workweek. If employers utilize an alternative workweek schedule in accordance with the California Industrial Welfare Commission Orders, the overtime will be determined and paid in accordance with the applicable alternative workweek provisions.

The workday and workweek and all other conditions of employment for apprentices shall conform to all applicable laws and regulations and shall not be greater than for those of a professional worker.

Overtime shall not be allowed if it will interfere with or impair the training or be detrimental to the health and safety of the apprentice.

ARTICLE III Work-Training

1) The employer shall see that all apprentices are under the supervision of a qualified professional worker or instructor and shall provide the necessary diversified experience and training in order to develop the apprentice into a proficiently skilled worker, as outlined herein.
2) Each apprentice shall be trained in the use of new equipment, materials and processes as they come into use in the occupation.
3) The major categories in which apprentices will be trained (although not necessarily in the order listed) are as follows:

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Competency Check List

Demonstrates Fundamentals: Apprentice can perform the task with some coaching.
Proficient in Task: Apprentice performs task properly and consistently.
Completion Date: Date apprentice completes final demonstration of competency.
Detailed Work Activities: Initial and date each task when Competency Check List has been completed.

Professional Competencies and Performance Areas

1. Maintain student records.
    a. Grade homework and tests, and compute and record results, using answer sheets or electronic marking devices.
    b. Observe students performance, and record relevant data to assess progress.
2. Plan, prepare, and develop various teaching aids, such as bibliographies, charts, and graphs.
    a. Prepare lesson materials, bulletin board displays, exhibits, equipment, and demonstrations.
    b. Distribute instructional or library materials.
    c. Distribute teaching materials, such as textbooks, workbooks, papers, and pencils to students.
    d. Distribute tests and homework assignments and collect them when they are completed.
    e. Maintain inventories of materials, equipment, or products.
    f. Request and stock teaching materials and supplies.
    g. Type, file, and duplicate materials.
3. Monitor student performance.
    a. Instruct and monitor students in the use and care of equipment and materials to prevent injuries or damage.
    b. Observe students performance, and record relevant data to assess progress.
4. Supervise school or student activities.
    a. Assist in bus loading and unloading.
    b. Supervise students in classrooms, halls, cafeterias, school years, and gymnasiums, or on field trips.
    c. Assist other educational professionals with projects of research.
    d. Discuss assigned duties with classroom teachers to coordinate instructional efforts.

5. Create technology-based learning materials.
    a. Use computers, audio-visual aids, and other equipment and materials to supplement presentations.
    b. Assist students with use of computer equipment or software.
    c. Operate computers in classrooms and laboratories and assist students with hardware and software use.
6. Display student work.
    a. Organize and label materials and display students work in a manner appropriate for their eye levels and perceptual skills.
7. Assist teachers with lesson outlines and plans in assigned subject areas and submit outlines to teachers for review.
    a. Work to ensure student demonstrates positive behavior and adheres to school rules/policies.
8. Evaluate student work.
    a. Grade homework and tests, and compute and record results, using answer sheets or electronic marking devices.
    b. Provide assistance with leading classes or community events.
    c. Present subject matter to students under the direction and guidance of teachers, using lectures, discussions, supervised role-playing methods, or by reading aloud.
    d. Assist in planning educational activities.
    e. Organize and supervise games and other recreational activities to promote physical, mental, and social development.
9. Set up classroom materials or equipment.
    a. Laminate teaching materials to increase their durability under repeated use.
10. Model daily living skills or behaviors.
    a. Model social skills to students.
    b. Model life skills.
11. Show others how to use technology or equipment.
    a. Instruct and monitor students in the use and care of equipment and materials to prevent injuries and damage.
    b. Model physical education activities.
    c. Conduct demonstrations to teach skills, such as sports, dancing, and handicrafts.
    d. Tutor students who need extra assistance.

e. Tutor and assist children individually or in small groups to help them master assignments and to reinforce learning concepts presented by teachers.

12. Demonstrate commitment to equity within the learning environment and workplace.
    a. Demonstrate strong interpersonal skills and the ability to work with diverse students and teams.

ARTICLE IV Related Instruction

Apprentices shall satisfactorily complete prescribed courses of related and supplemental instruction, which will not be less than 1134 hours. Related and supplemental instruction will be provided by Pasadena City College.

Time spent in related and supplemental instruction may not be compensated.

Apprentices will be able to select their pathway and/or major based on interest and future career aspirations. For example, apprentices who wish to eventually become teachers may be interested in majors in any area that is taught at elementary or secondary schools.

Course	Hours
Teaching Children in a Diverse Society	54 Hours
Teaching Young Children	54 Hours
Child, Family, and Community	54 Hours
Health, Safety, and Nutrition	54 Hours
Intro to Curriculum Planning	54 Hours
Field Practice in Child Development	72 Hours
Observation and Assessment of Young Children	54 Hours
Speech	54 Hours
Tutoring Techniques (1 unit)	18 Hours
English	144 Hours
Psychology	54 Hours
History	162 Hours
Physical Sciences with Lab	72 Hours
Statistics or Math	54 Hours
Biology	72 Hours

Geography	54 Hours
Art, Dance, Music, or Theater	54 Hours
Total (63 units)	**1,134 Hours**

ARTICLE V Ratio

The ratio of apprentices to professional workers shall be:

1) Ratio #1: Each professional worker may supervise two (2) apprentice(s)

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Attachment B-2
Training Schedule and Working Conditions

Pasadena City College Teacher Aide Apprenticeship

Occupation

Occupation: Elementary Education Teacher Aide
O*Net Code: 25-9042.00

Article I Term of Apprenticeship and Probation

The standard term of apprenticeship shall be a competency-based approach, with approximately 2000 on-the-job training (OJT) hours, 1116 related and supplemental instruction (RSI) hours, and completed within approximately 24 months.

The period of probation shall be reasonable in relation to the full apprenticeship term, with full credit given for such period toward completion of the apprenticeship, and in no event shall exceed the shorter of 25 percent of the length of the program or one year. The period of probation shall be six (6) months.

Article II Wage Schedule

Professional Worker Wage:

$ 20.56 per hour effective 3/27/2026.

Apprentice Wage and Advancement Schedule:

In no case shall an Apprentice receive a starting wage that is less than the applicable federal, state or local entity (city or county) minimum wage, whichever is higher for the county or city where the apprentice is working. The applicable minimum wage law shall establish the effective date of the minimum wage.

To advance from one period to the next, the apprentice shall have met the following requirements:

1st period	0% Competencies	$ 18.64 /hour
2nd period	50% Competencies	$ 19.58 /hour
3rd period	100% Competencies	$ 20.56 /hour

Hours of Work and Working Conditions and Overtime Provision:

Eight hours of labor constitutes a day's work. Employment beyond eight hours in any workday or more than six days in any workweek requires the employee to be compensated for the overtime at not less than one and one-half times the employee's regular rate of pay for all hours worked in excess of eight hours, up to and including 12 hours in any workday, and for the first eight hours worked on the seventh consecutive day of work in a workweek; and double the employee's regular rate of pay for all hours worked in excess of 12 hours in any workday and for all hours worked in excess of eight on the seventh consecutive day of work in a workweek. If employers utilize an alternative workweek schedule in accordance with the California Industrial Welfare Commission Orders, the overtime will be determined and paid in accordance with the applicable alternative workweek provisions.

The workday and workweek and all other conditions of employment for apprentices shall conform to all applicable laws and regulations and shall not be greater than for those of a professional worker.

Overtime shall not be allowed if it will interfere with or impair the training or be detrimental to the health and safety of the apprentice.

ARTICLE III Work-Training

1) The employer shall see that all apprentices are under the supervision of a qualified professional worker or instructor and shall provide the necessary diversified experience and training in order to develop the apprentice into a proficiently skilled worker, as outlined herein.
2) Each apprentice shall be trained in the use of new equipment, materials and processes as they come into use in the occupation.
3) The major categories in which apprentices will be trained (although not necessarily in the order listed) are as follows:

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Competency Check List

Demonstrates Fundamentals: Apprentice can perform the task with some coaching.
Proficient in Task: Apprentice performs task properly and consistently.
Completion Date: Date apprentice completes final demonstration of competency.
Detailed Work Activities: Initial and date each task when Competency Check List has been completed.

Professional Competencies and Performance Areas

1. Maintain student records.
    a. Grade homework and tests, and compute and record results, using answer sheets or electronic marking devices.
    b. Observe students performance, and record relevant data to assess progress.
2. Plan, prepare, and develop various teaching aids, such as bibliographies, charts, and graphs.
    a. Prepare lesson materials, bulletin board displays, exhibits, equipment, and demonstrations.
    b. Distribute instructional or library materials.
    c. Distribute teaching materials, such as textbooks, workbooks, papers, and pencils to students.
    d. Distribute tests and homework assignments and collect them when they are completed.
    e. Maintain inventories of materials, equipment, or products.
    f. Request and stock teaching materials and supplies.
    g. Type, file, and duplicate materials.
3. Monitor student performance.
    a. Instruct and monitor students in the use and care of equipment and materials to prevent injuries or damage.
    b. Observe students performance, and record relevant data to assess progress.
4. Supervise school or student activities.
    a. Assist in bus loading and unloading.
    b. Supervise students in classrooms, halls, cafeterias, school years, and gymnasiums, or on field trips.
    c. Assist other educational professionals with projects of research.
    d. Discuss assigned duties with classroom teachers to coordinate instructional efforts.

5. Create technology-based learning materials.
    a. Use computers, audio-visual aids, and other equipment and materials to supplement presentations.
    b. Assist students with use of computer equipment or software.
    c. Operate computers in classrooms and laboratories and assist students with hardware and software use.
6. Display student work.
    a. Organize and label materials and display students work in a manner appropriate for their eye levels and perceptual skills.
7. Assist teachers with lesson outlines and plans in assigned subject areas and submit outlines to teachers for review.
    a. Work to ensure student demonstrates positive behavior and adheres to school rules/policies.
8. Evaluate student work.
    a. Grade homework and tests, and compute and record results, using answer sheets or electronic marking devices.
    b. Provide assistance with leading classes or community events.
    c. Present subject matter to students under the direction and guidance of teachers, using lectures, discussions, supervised role-playing methods, or by reading aloud.
    d. Assist in planning educational activities.
    e. Organize and supervise games and other recreational activities to promote physical, mental, and social development.
9. Set up classroom materials or equipment.
    a. Laminate teaching materials to increase their durability under repeated use.
10. Model daily living skills or behaviors.
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    a. Instruct and monitor students in the use and care of equipment and materials to prevent injuries and damage.
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e. Tutor and assist children individually or in small groups to help them master assignments and to reinforce learning concepts presented by teachers.

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    a. Demonstrate strong interpersonal skills and the ability to work with diverse students and teams.

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Apprentices shall satisfactorily complete prescribed courses of related and supplemental instruction, which will not be less than 1116 hours. Related and supplemental instruction will be provided by Pasadena City College.

Time spent in related and supplemental instruction may not be compensated.

Apprentices will be able to select their pathway and/or major based on interest and future career aspirations. For example, apprentices who wish to eventually become teachers may be interested in majors in any area that is taught at elementary or secondary schools.

Course	Hours
Teaching Children in a Diverse Society	54 Hours
Intro to Elementary Teaching	54 Hours
Tutoring Techniques	18 Hours
English (2 courses)	144 Hours
Communication (Speech)	54 Hours
Psychology	54 Hours
Political Science	54 Hours
History	54 Hours
Biology	72 Hours
Art, Dance, Music, or Theater	54 Hours
Geology or Physical Sciences with Lab	72 Hours
CA History, Philosophy, or Foundations of Elementary Mathematics	270 Hours
World History or Children’s Literature	54 Hours
Ethnic Studies	54 Hours
Mathematics	54 Hours

Total (60-61 units) **1,116 Hours**

ARTICLE V Ratio

The ratio of apprentices to professional workers shall be:

1) Ratio #1: Each professional worker may supervise two (2) apprentice(s)

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Attachment B-3
Training Schedule and Working Conditions

Pasadena City College Teacher Aide Apprenticeship

Occupation

Occupation: Single Subject Teacher Aide
O*Net Code: 25-9042.00

Article I Term of Apprenticeship and Probation

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The period of probation shall be reasonable in relation to the full apprenticeship term, with full credit given for such period toward completion of the apprenticeship, and in no event shall exceed the shorter of 25 percent of the length of the program or one year. The period of probation shall be six (6) months.

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Proficient in Task: Apprentice performs task properly and consistently.
Completion Date: Date apprentice completes final demonstration of competency.
Detailed Work Activities: Initial and date each task when Competency Check List has been completed.

Professional Competencies and Performance Areas

1. Maintain student records.
    a. Grade homework and tests, and compute and record results, using answer sheets or electronic marking devices.
    b. Observe students performance, and record relevant data to assess progress.
2. Plan, prepare, and develop various teaching aids, such as bibliographies, charts, and graphs.
    a. Prepare lesson materials, bulletin board displays, exhibits, equipment, and demonstrations.
    b. Distribute instructional or library materials.
    c. Distribute teaching materials, such as textbooks, workbooks, papers, and pencils to students.
    d. Distribute tests and homework assignments and collect them when they are completed.
    e. Maintain inventories of materials, equipment, or products.
    f. Request and stock teaching materials and supplies.
    g. Type, file, and duplicate materials.
3. Monitor student performance.
    a. Instruct and monitor students in the use and care of equipment and materials to prevent injuries or damage.
    b. Observe students performance, and record relevant data to assess progress.
4. Supervise school or student activities.
    a. Assist in bus loading and unloading.
    b. Supervise students in classrooms, halls, cafeterias, school years, and gymnasiums, or on field trips.
    c. Assist other educational professionals with projects of research.
    d. Discuss assigned duties with classroom teachers to coordinate instructional efforts.

5. Create technology-based learning materials.
    a. Use computers, audio-visual aids, and other equipment and materials to supplement presentations.
    b. Assist students with use of computer equipment or software.
    c. Operate computers in classrooms and laboratories and assist students with hardware and software use.
6. Display student work.
    a. Organize and label materials and display students work in a manner appropriate for their eye levels and perceptual skills.
7. Assist teachers with lesson outlines and plans in assigned subject areas and submit outlines to teachers for review.
    a. Work to ensure student demonstrates positive behavior and adheres to school rules/policies.
8. Evaluate student work.
    a. Grade homework and tests, and compute and record results, using answer sheets or electronic marking devices.
    b. Provide assistance with leading classes or community events.
    c. Present subject matter to students under the direction and guidance of teachers, using lectures, discussions, supervised role-playing methods, or by reading aloud.
    d. Assist in planning educational activities.
    e. Organize and supervise games and other recreational activities to promote physical, mental, and social development.
9. Set up classroom materials or equipment.
    a. Laminate teaching materials to increase their durability under repeated use.
10. Model daily living skills or behaviors.
    a. Model social skills to students.
    b. Model life skills.
11. Show others how to use technology or equipment.
    a. Instruct and monitor students in the use and care of equipment and materials to prevent injuries and damage.
    b. Model physical education activities.
    c. Conduct demonstrations to teach skills, such as sports, dancing, and handicrafts.
    d. Tutor students who need extra assistance.

e. Tutor and assist children individually or in small groups to help them master assignments and to reinforce learning concepts presented by teachers.

12. Demonstrate commitment to equity within the learning environment and workplace.
    a. Demonstrate strong interpersonal skills and the ability to work with diverse students and teams.

ARTICLE IV Related Instruction

Apprentices shall satisfactorily complete prescribed courses of related and supplemental instruction, which will not be less than 1080 hours. Related and supplemental instruction will be provided by Pasadena City College.

Time spent in related and supplemental instruction may not be compensated.

Apprentices will be able to select their pathway and/or major based on interest and future career aspirations. For example, apprentices who wish to eventually become teachers may be interested in majors in any area that is taught at elementary or secondary schools.

Courses **Hours**

Coursework specific to each apprentice will vary by major, available electives, and type of Associate Degree pursued. Pasadena City College offers the following Associate Degrees:

A. Associate in Arts Degree (**AA**)
B. Associate in Science Degree (**AS**)
C. Associate in Arts for Transfer (**AA-T**)
D. Associate in Science for Transfer (**AS-T**)
E. Associate in Science Degree with the Certificate of Achievement (**CTE AS**)

General Education Courses	**Hours**
English Communication	108 Hours
Mathematical Concepts and Quantitative Reasoning	54 Hours
Arts and Humanities	162 Hours
Social and Behavioral Sciences	108 Hours
Physical and Biological Sciences	126 Hours
Ethnic Studies	54 Hours
Optional (UC Requirement only)	

Language Other than English	54 Hours
General Education Total	**666 Hours**
Major / Elective Coursework	**414-468 Hours**
Total Hours	**1,080-1,134 Hours**
Total Units	**60-67.5 Units**

**Major/Elective Coursework specific to each apprentice will vary by major, available electives, and type of Associate Degree pursued.*

ARTICLE V Ratio

The ratio of apprentices to professional workers shall be:

1) Ratio #1: Each professional worker may supervise two (2) apprentice(s)