

**Division of Apprenticeship Standards (DAS)
Apprenticeship Program Summary Sheet**

To: Eric Rood, Chief
From: Charles Richards
CC: Program Planning and Review
Date: September 22, 2021

Program Name: The San Joaquin County High School Apprenticeship Program
Industry: Education
DAS File No.: 100556
CAI Grant Awardee: Yes

Actions:

- 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 Organizations Representing Any of the Apprentices:

None

Disclaimer of Interest in the Building Trades and Dispatch Restriction:

The San Joaquin County High School Apprenticeship Program 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:

The San Joaquin County High School Apprenticeship Program will operate in the county of San Joaquin, California. It will register with the Division of Apprenticeship Standards (DAS) and eventually with the Department of Labor, Office of Apprenticeship (QA). The San Joaquin County High School Apprenticeship Program will train High School students in high demand occupations (as defined by labor and workforce reports) within the local region (excluding Construction and Firefighting occupations). The San Joaquin County High School Apprenticeship Program is the first High School Apprenticeship program within the state of California. This program will serve as a model or template for other

County Offices of Education to emulate. Apprentices will serve in part-time positions with an employer while completing High School. Upon Graduation, the apprentices will transition to full-time employment while working through the remainder of the apprenticeship program. By providing apprenticeship training to young adults in high demand career fields, such as IT and Education, we can elevate an individual's lifetime earnings potential while positioning the apprentice for a future in a highly skilled well-paying job.

The San Joaquin County High School Apprenticeship Program will oversee the apprenticeship program herein and seeks approval from the Department of Industrial Relations, Division of Apprenticeship Standards for the following items:

Proposed Occupation, Wage Rate & O*Net Code:

- Teacher's Aide / Para-Professional O*Net: 25-9042.00
Journeyman Wage: \$18-\$22.00 per hour
Proposed Apprentice Wage: \$14.00 per hour
Proposed No. of Apprentices: 8

Proposed Employers:

- Linden Unified School District 18527 East Main Street Linden CA 95236

San Joaquin County High School Apprenticeship Committee

Program Standards

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APPRENTICESHIP STANDARDS

of the

San Joaquin County High School Apprenticeship Committee

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, Occupation

Occupation	O*Net Code	Attachment
Information Technology Support Specialist	15-1151.00	B-1
Teacher's Aide / Para-Professional	25-9042.00	B-2

ARTICLE III Organization

There is hereby established the above named master apprenticeship committee. The committee shall consist of four (4) members, who shall be selected by and represent the employer organization (s) signatory hereto. In addition, thereto, there shall be one (1) apprenticeship consultant representing the Division of Apprenticeship Standards and one (1) advisor from the Local Education Agency and such other advisors as the committee shall determine. Such advisors and the apprenticeship consultant shall act without vote.

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.

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) make periodic evaluations of the progress of each apprentice's on-the-job training related and supplemental instruction;
- 3) establish a mechanism to be used for the rotation of the apprentice from work process to work process to assure the apprentice complete training;
- 4) ensure mobility between employers and/or work processes when essential to provide exposure and training in various work processes;
- 5) serve in an advisory capacity with employers and employees in matters pertaining to these standards;
- 6) aid in the adjustment of apprenticeship disputes;
- 7) 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, however, that the rules and regulations do not conflict with these standards;
- 3) oversee the program's ability, including financial ability, and commitment to meet and carry out its responsibilities under the federal and state law and regulations applicable to the apprenticeable occupation and for the welfare of the apprentice;
- 4) conduct orientations, workshops or other educational sessions for employers to explain the apprenticeship program's standards and the operation of the apprenticeship program;
- 5) pass upon the qualification of employers and, when appropriate, to suspend or withdraw approval;
- 6) conduct on-going evaluation of the interest and capacity of employers to participate in apprenticeship program and to train apprentices on the job;

- 7) determine if an employer has the work site facilities, skilled workers as trainers at the work site, and equipment sufficient to train apprentices;
- 8) pass upon the qualifications of apprentice applicants;
- 9) file a signed copy of each apprentice agreement with the Secretary of the California Apprenticeship Council, with copies to all parties to the agreement;
- 10) establish and maintain a record system for on-the-job training and related instruction;
- 11) use every effort to keep the apprentice employed in a reasonably continuous manner and adequately instructed;
- 12) provide disciplinary procedures for apprentices including provisions for fair hearings;
- 13) adopt changes to these standards, as necessary, subject to the approval of the parties hereto and the Chief of the Division of Apprenticeship Standards;
- 14) prepare and submit an annual Self-Assessment Review and Program Improvement Plan;
- 15) comply with meaningful representation requirements for the interests of apprentices in the management of the program;
- 16) implement a program for training and education regarding illegal discrimination and sexual harassment.

ARTICLE VII Definition of an Apprentice

An apprentice is a person at least sixteen (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 and 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 Related and Supplemental Instruction

See Training Schedule and Working Conditions of:

Occupation	O*Net Code	Attachment
Information Technology Support Specialist	15-1151.00	B-1
Teacher’s Aide / Para-Professional	25-9042.00	B-2

ARTICLE XII 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 XIII 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 XIV Term of Apprenticeship

See Training Schedule and Working Conditions of:

Occupation	O*Net Code	Attachment
Information Technology Support Specialist	15-1151.00	B-1
Teacher's Aide / Para-Professional	25-9042.00	B-2

ARTICLE XV Ratio

See Training Schedule and Working Conditions of:

Occupation	O*Net Code	Attachment
Information Technology Support Specialist	15-1151.00	B-1
Teacher's Aide / Para-Professional	25-9042.00	B-2

ARTICLE XVI Wage Schedule

See Training Schedule and Working Conditions of:

Occupation	O*Net Code	Attachment
Information Technology Support Specialist	15-1151.00	B-1
Teacher's Aide / Para-Professional	25-9042.00	B-2

ARTICLE XVII Work Training

See Training Schedule and Working Conditions of:

Occupation	O*Net Code	Attachment
Information Technology Support Specialist	15-1151.00	B-1
Teacher's Aide / Para-Professional	25-9042.00	B-2

ARTICLE XVIII Safety, Health, and Recognition of Illegal Discrimination and Sexual Harassment

- 1) Each apprentice shall receive training and education in first aid, safe working practices and in the recognition of occupational health and safety hazards.
- 2) Each apprentice shall receive training in the recognition of illegal discrimination and sexual harassment.

ARTICLE XIX Certificate of Completion

- 1) 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 California Apprenticeship Council;
- 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) An apprentice may be credited time for previous experience if that experience is of an approved nature and shall have completed not less than six months as an apprentice.

ARTICLE XX California Plan for Equal Opportunity in Apprenticeship

Each subscribed employer will be responsible for complying with the California Plan for Equal Opportunity in Apprenticeship requirements. (See Attachment C)

The San Joaquin County High School Apprenticeship Committee 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 on September 9, 2021.
(Committee approval date)

/S/ Pam Knapp
Pam Knapp, Committee Secretary
Director II, College and Career Readiness
San Joaquin County Office of Education
PO Box 213030
Stockton, CA 95213-9030

September 21, 2021
Date

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

(DAS approval date)

Eric Rood, Chief
Division of Apprenticeship Standards

Date

Attachment A

Committee Members

San Joaquin County High School Apprenticeship Committee
San Joaquin County Office of Education – Wentworth Educational Center
2707 Transworld Dr., Stockton, CA 95206

Name: Jason Brown

Title: Academic Resources Coordinator County Operated Schools and Programs

Organization: San Joaquin County Office of Education

Address: 2707 Transworld Dr. Stockton CA 95206 (PO Box 213030 Stockton CA 95213)

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Email: jbrown@sjcoe.net

Name: Edward Ellis, Chairperson

Title: Supervisor of Information Technology

Organization: Ripon Unified School District

Address: 304 N. Acacia Ave. Ripon CA 95366

Phone: (209) 599-2131

Email: eellis@riponusd.net

Name: Alysia Archer

Title: Lead Technician, Information Services and Educational Technology

Organization: Linden Unified School District

Address: 18527 East Main Street Linden CA 95236

Phone: (209) 887-3894 ex.1292

Email: aarcher@lindenusd.com

Name: Pam Knapp, Secretary

Title: Director II, College and Career Readiness

Organization: San Joaquin County Office of Education

Address: 2707 Transworld Dr. Stockton CA 95206 (PO Box 213030 Stockton CA 95213)

Phone: (209) 468-4885

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Name: TBD
Title:
Organization:
Address:
Phone:
Email: <mailto:paknapp@sjcoe.net>

Committee Advisors

DAS APPRENTICESHIP CONSULTANT

Name: Charles Richards
Title: Apprenticeship Consultant
Organization: Division of Apprenticeship Standards
Address: 1750 Howe Ave. Suite 350, Sacramento, CA 95825
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LOCAL EDUCATION AGENCIES

Name: Danell Hepworth
Title: Interim Dean of CTE and Workforce Development
Organization: San Joaquin Delta College
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Phone: (209) 954-5230
Email: Danell.Hepworth@deltacollege.edu

Name: Rick Guantone
Title: Apprenticeship Consultant
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Attachment B-1

Training Schedule and Working Conditions

San Joaquin County High School Apprenticeship Committee

OCCUPATION(S)

Occupation	O*Net Code
Information Technology Support Specialist	15-1151.00

ARTICLE I Term of Apprenticeship and Probation

The standard term of apprenticeship shall be 2040 on-job-training (OJT) hours, minimum of 378 related and supplemental instruction (RSI) hours, and completed within thirty-six (36) 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 five hundred (500) hours of OJT or nine (9) months, whichever occurs first and the first one hundred eight (108) hours of RSI.

ARTICLE II Wage Schedule

Journey level Wage Scale: \$18.00 to \$22.00

An apprentice whose employers work is located where the current State minimum wage or Living wage approved by the county or city is greater than minimum wage, will receive the greater wage.

Benefits: Standard employer benefit package.

Apprentices shall be paid not less than the following:

1 st period	9 months	0-500 hours	\$ 14.00 or Minimum Wage
2 nd period	9 months	501-1000 hours	\$ 15.00 or MW+\$1.00
3 rd period	6 months	1001-1500 hours	\$ 16.00 or MW+\$2.00
4 th period	6 months	1501-2000 hours	\$ 17.00 or MW+\$3.00

5th period 6 months 2001-2288 hours DAS FILE # 100556
\$ 18.00 or MW+\$4.00

Advancement Schedule:

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

- 1) Shall have satisfactorily completed the indicated on-the-job work hours; and
- 2) Shall have satisfactorily completed the indicated months in the program; and
- 3) Shall have satisfactorily completed the indicated related and supplemental instruction school hours
- 4) Shall have satisfactory employer evaluation/upgrade report.

Overtime Provision:

Refer to “Child Labor laws” and “Permits to Employ and Work” for maximum hours minors may be employed. All overtime shall be paid at the rate of one and one-half times the wage rate for hours worked over 8 hours per day or 40 hours per week. Refer to the Industrial Welfare Commission Wage Orders for Overtime rates and work hours.

Hours of Work and Working Conditions:

All apprentices in a bona fide apprenticeship training program must have a “*Permit to Employ and Work*” issued by his or her school. Apprentices must be at least 16 years of age and registered as a High School Junior (11th Grade).

School officials who determine that the high school academic program or health of the apprentice is impaired by the employment, the school officials shall revoke the permit.

Straight time hours per day and week: For apprentices with issued Permits to Work, refer to Child Labor Laws for daily and weekly maximums when school is in session and not in session.

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 journey person(s).

Overtime shall not be allowed if it will interfere with, impair the training or be detrimental to the health and safety of the apprentice or if it is in violation of applicable Child Labor Laws.

ARTICLE III Work Training

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

Work Processes (Range of Hours)**Category 1 General Practices - Foundations**

1. Perform safe working practices following employers' personnel rules and ethics while demonstrating strong interactive communication skills. Understand and execute equipment lifecycle replacement. (180 - 215)
2. Perform all work within the goals, mission and vision of the employer. Initiation and completion of Work Orders. (40 - 58)
3. Operate the organization's office equipment such as copiers, scanners, manufactured equipment and control panel units. Create documents using productivity suites (MS Office, Google Docs, Apple iWork, and Office Applications for management). (180 - 215)

Subtotal hours 400 - 488

Category 2 General Practices - Computer Basics

1. Perform basic troubleshooting on communication problems within a computer/end point device. Identify the components of standard computers, Chromebooks, and endpoint devices. Install and configure device components. Maintain and troubleshoot peripheral components. Install and configure operating systems to include application software and endpoint configuration software imaging. (225 - 250)
2. Perform basic troubleshooting on hardware related issues. Install and configure system components. Backup and restoration of critical data. Troubleshoot system components. (225 - 250)
3. Utilize job tracking software to log calls or instances, triage guidelines, and work with others to resolve basic support calls. Execute proper telephone etiquette, analyze inquiries, and determine the root cause of the issue. Understand how to escalate calls as part of the triage process. Route calls appropriately. Develop standard troubleshooting strategies. (225 - 250)

4. Manage, maintain, troubleshoot, install, operate and configure basic network infrastructure, to allow the flow of information between multiple endpoint devices. (225- 250)

Subtotal hours 900-1000

Category 3 General Practices - Security Basics

1. Perform and communicate security awareness and best practices for end users. (370 – 400)
2. Working knowledge of how assets are distributed and assigned. Perform distribution and maintenance of assets according to management standards. (370- 400)

Subtotal hours 740-800

Total Work Process Hours 2040

ARTICLE IV Related Instruction

Apprentices shall satisfactorily complete prescribed courses of related and supplemental instruction, which will not be less than 108 hours per year. Related and supplemental instruction will be provided by San Joaquin Delta College or equivalent or articulated courses provided by other Local Education Agencies.

Time spent in related and supplemental instruction will not be compensated unless otherwise provided by the employer.

Apprentices must complete all RSI courses with a grade of “B” or better.
 Minimum Related and Supplemental Hours of Instruction: 378

Course Title & Units	SCC #	Instructional Hours
Fundamentals of Computer Science (Units: 3)	CS 011	54 hours
Introduction to Management Information Systems (Units: 3)	CS 012	54 hours
Networking Essentials (Units: 3)	CS 056	54 hours
Computer Information Systems Applications (Units: 3)	CSA 020	54 hours
IT Essentials (A+) (Units: 2.5)	ELECT 014C	108 hours
Reading and Composition (Units: 3)	ENG 001A	54 hours

Optional Elective courses: (At discretion of each employer)

Interpersonal Communication (Units: 3)	COM ST 003	54 hours
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ARTICLE V Ratio

A qualified employer may employ two (2) apprentices for each one (1) journeyperson(s) regularly employed.

Attachment B-2

Training Schedule and Working Conditions

San Joaquin County High School Apprenticeship Committee

OCCUPATION(S)

Teacher's Aide / Para-Professional

O*Net Code

25-9042.00

ARTICLE I Term of Apprenticeship and Probation

The standard term of apprenticeship shall be 2000 on-job-training (OJT) hours, minimum of 455 related and supplemental instruction (RSI) hours, and completed within thirty-six (36) months.

The period of probation shall be four hundred (400) hours of OJT or nine (9) months, whichever occurs first and the first one hundred three (103) hours of RSI.

ARTICLE II Wage Schedule

Journey level Wage Scale: \$18.00 to \$22.00

Apprentices whose employers' work is located where the current State minimum wage or living wage approved by the county or city is greater than minimum wage, will receive the greater wage.

Benefits: Standard employer benefit package.

Apprentices shall be paid not less than the following:

1 st period	9 months	0-400 hours	\$ 14.00
2 nd period	9 months	400-800 hours	\$ 15.00
3 rd period	6 months	800-1200 hours	\$ 16.00
4 th period	6 months	1200-1600 hours	\$ 17.00
5 th period	6 months	1600-2000 hours	\$ 18.00

Advancement Schedule:

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

- 5) Shall have satisfactorily completed the indicated on-the-job work hours; and
- 6) Shall have satisfactorily completed the indicated months in the program; and
- 7) Shall have satisfactorily completed the indicated related and supplemental instruction school hours
- 8) Shall have satisfactory employer evaluation/upgrade report.

Overtime Provision:

All overtime shall be paid at the rate of one and one-half times the wage rate for hours worked over 8 hours per day or 40 hours per week. Time and one-half shall be paid for the first eight (8) hours worked Saturdays. All other time shall be paid at double the straight-time rate.

Hours of Work and Working Conditions:

All apprentices in a bona fide apprenticeship training program must have the standard Permit to Employ and Work issued by his or her school. Apprentices must be at least 16 years of age.

School officials who determine that the high school academic program or health of the apprentice is impaired by the employment, the school officials shall revoke the permit.

Straight time hours per day and week: For apprentices with issued Permits to Work, refer to Child Labor Laws for daily and weekly maximums when school is in session and not in session.

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 journeyperson(s).

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 or if it is in violation of applicable Child Labor Laws.

ARTICLE III Work Training

- 1.) The employer shall see that all apprentices are under the supervision of a qualified journeyperson or instructor and shall provide the necessary diversified experience and training in order to train and develop the apprentice into a skilled worker, proficient in all the work processes of the occupation as outlined herein.
- 2.) Each apprentice shall be trained in the use of new equipment, materials and process as they come into use in the occupation.

- 3.) The major work processes in which apprentices will be trained as a (although not necessarily in the order listed) and the approximate hours (not necessarily continuous) to be spent on each are as follows:

Work Processes

1. Assisting teachers in the performance of the following duties: 300 hours

Perform self-care routines, read to students, direct and participate in instructional activities, assist students in meeting their physical, cognitive and emotional needs and, in using learning materials and equipment, assists students in development of positive attitudes, habits, knowledge, and skills. Render first aid in compliance with modern precautionary methods. Learn school culture, administrative structure and physical plant.

2. Assisting in the direct delivery of instruction in a classroom setting: 300 hours

Assists in planning lessons and preparation of instructional materials, tutor individuals and/or small groups of students in specific content areas. Assists in explaining subject matter to students, administer tests and examinations, review assignments. Prepare, operate and maintains instructional equipment and supplies.

3. Working with students: 300 hours

Act quickly and effectively in emergencies, work with students, apply positive guidance techniques, work with and relate to all individuals within the culturally diverse environment, and develop and maintain effective, courteous communications with pupils, staff and public. Engage in parent and family support activities including translation, dual-language support and school site events. Link developmental needs to practice, reviews an IEP content.

4. Direct delivery of instruction in a classroom: 400 hours

Support student individual educational plans (IEP), assist in the develop of lesson outlines, teaching schedules and lesson plans, assist in the instructional delivery system, proctor examinations, keep appropriate records, operate instructional equipment in appropriate instructional settings, as well as perform related duties as required.

5. Assist in the development/implementation of classroom activities: 400 hours

Utilize a variety of teaching methods while delivering instruction under the direction and guidance of the instructor, utilize instructional media, administer and score tests, review student assignments and critique results, review and assist in the

development of student progress charts. Participate in school culture as an instructional team member and engage in teacher and parent support activities.

6. Assist instructor with aspect of instruction and student learning: 300 hours

Assist with the maintenance of student records, development of instructional materials, distribute instructional materials, maintain inventories of supplies and materials, monitor student performance, supervise student activities, maintain a clean and organized teaching area.

Total Work Processes Hours 2000

ARTICLE IV Related Instruction

Apprentices shall satisfactorily complete prescribed courses of related and supplemental instruction, which will not be less than one hundred and eight (108) hours per year. Related and supplemental instruction will be provided by San Joaquin Delta College or equivalent or articulated courses provided by other Local Education Agencies.

Time spent in related and supplemental instruction will not be compensated unless otherwise provided by the employer.

Apprentices must complete all courses with a grade of “B” or better. Minimum Related and Supplemental Hours of Instruction: 455

Course	Title	Units	Hours/Semester
ECE 21	Child and Adolescent Development	3.0	52.50
ECE 63	Child Discipline	1.0	17.50
EDUC 10	Introduction to Education	3.0	52.50
EDUC 12	Reading Tutoring Techniques	3.0	52.50
EDUC 13	Math Tutoring Techniques	3.0	52.50
EDUC 70	Paraprofessional Exam Preparation	2.0	35.00
EDUC 14	Bilingualism in the Classroom	3.0	52.50
ENG 1A	Reading and Composition	3.0	52.50
MATH 17A	Concepts and Structures of Mathematics	3.0	87.50
- or			
MATH 17B	Concepts and Structures of Mathematics	3.0	87.50
Total –		24 units	455 Hours

ARTICLE V Ratio

A qualified employer may employ two (2) apprentices for each one (1) journeyperson(s) regularly employed.

Attachment C

California Plan for Equal Opportunity

San Joaquin County High School Apprenticeship Committee

Occupation(s):

Occupation	O*Net Code	Attachment
Information Technology Support Specialist	15-1151.00	B-1
Teacher's Aide / Para-Professional	25-9042.00	B-2

Area Covered by Standards: These standards shall apply to employers who subscribe hereto, and to all apprentice agreements hereunder.

Approved Statistical Area for Recruitment: San Joaquin County.

The San Joaquin County High School Apprenticeship Program in accordance with the California Plan for Equal Opportunity in Apprenticeship declares the following selection procedures:

I. Pledge:

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 for individuals over forty years of age, military or veteran status, or sexual orientation. The employer-sponsor will take affirmative action to provide equal opportunity in apprenticeship for both minorities and women and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, Part 30, and equal opportunity regulation of the State of California.

II. Dissemination of Information:

Recruitment information shall be disseminated to the following agencies and organizations:

- 1) U.S. Department of Labor, Bureau of Apprenticeship and Training
- 2) California Division of Apprenticeship Standards

- 3) California Community Colleges
- 4) San Joaquin County Office of Education
- 5) All High Schools located within San Joaquin County

A list of agency/organization addresses is available from DAS upon request. The apprentice program shall provide DAS the program's dissemination list upon request.

III. Affirmative Action Program:

The program will engage in outreach and positive recruitment activities at High Schools within the County for the purpose of increasing minority and women participation as follows:

- 1) Participate in two or more career fairs or workshops each year to encourage minorities, and females to apply for apprenticeship opportunities;
- 2) Cooperate and counsel with secondary and vocational school administrators concerning the needs of the industry and the transition of minority and females from school to industries through apprenticeship;
- 3) Disseminate information within the industry including sponsors and other industry representatives to acquaint all involved with the goals of the apprenticeship program and to effect cooperation, as new applicants are needed;
- 4) Disseminate information with various outreach programs that represent underserved individuals primarily in rural and urban areas, as new applicants are needed.

IV. Written Applications:

The San Joaquin County High School Apprenticeship Committee will implement a written application process to determine qualifications. Applicants must meet and maintain minimum qualification standards for selection, entry and sustaining eligibility in the High School Apprenticeship program. Applications will be accepted on a continuous basis at participating High Schools.

V. Selection of Apprentice Applicant:

Applicants that have an affirmed interest in pursuing an apprenticeship program may complete an application and apply for acceptance into the apprenticeship program if they meet the qualifications as set forth by the San Joaquin High School Apprenticeship program.

Applicants must meet the minimum qualifications outlined below when applying for entry into an apprenticeship program.

1. 16-years of age

2. Junior or Senior grade level in High School
3. GPA of 2.0 or better with no more than one F grade in the past two semesters
4. Attendance of 90% or better for the current and previous semester
5. On track for graduation
6. Positive behavioral history
7. Transportation for work (as required)
8. Physical ability to perform job
9. Drug free
10. Completion of Pre-Apprenticeship program (as required)
11. Ability to perform the work of the trade/occupation safely. (Physical examination required for entry is at no cost to the applicant. Employer sponsors will define any such exams related to the registered occupation of the applicant.)

Applicants meeting the above selection criteria and have made application to the program, will be placed in a pool of applicants and be issued a Letter of Subscription. This letter will allow applicants to seek employment with an eligible employer whereupon proper completion of the Letter of Subscription and requirements, the applicant will be placed with the employer.

Employers may require applicants to meet additional employment testing and/or procedures as long as the requirements are also required of non-apprenticeship applicants. These activities may include oral interview, aptitude testing, security clearance measures, drug screening or other activities pre-approved by the Program.

Once an applicant is selected, the applicant and the employer shall complete the Apprenticeship Agreement for registration in the Program and forward the Apprenticeship Agreement to the Committee for approval and processing.

Public/Civil Service employers shall follow the civil service rules regarding the selection of apprentices and shall be exempt from these selection procedures.

Applicants accepted into the eligibility pool, and throughout the apprenticeship, must continue to maintain a high standard of conduct and academic achievement.

1. GPA of 2.0 or better with no more than one F grade in the past two semesters
2. GPA of 3.0 or better in course specific classes
3. Attendance of 95% or better for the current and previous semester
4. On track for graduation
5. Positive behavioral history
6. Transportation for work (as required)
7. Positive quarterly reviews by Employer and CTE instructor
8. Drug free test results

VI. Goals and Timetables:

Total High School enrollments in the 11th and 12th grades in the covered county is 24,462 as of the 2019-2020 school year enrollment report as submitted and certified under CALPADS.

WOMEN:

Percent of females in 11 th and 12 th grades:	49.2%
Goals for intake of females:	24.6%

MINORITIES (Men & Women):

Percent of minorities in the 11 th and 12 th grades:	81.0%
Goals for intake of minorities by ethnic group	
Black (not Hispanic):	8.1%
Asian & Pacific Islander:	12.1%
American India & Alaskan Native:	0.9%
Filipino:	5.1%
Hispanic:	51.4%

VII. Records:

Cal Plan and all other records will be maintained for five years and kept at:

San Joaquin County Office of Education
2707 Transworld Drive
Stockton, CA 95206

VII. Annual Compliance:

San Joaquin County High School Apprenticeship Program will submit an annual compliance report to the Division of Apprenticeship Standards at such time as requested by the Division.

SIGNED FOR THE PROGRAM SPONSOR:

/S/ Pam Knapp

September 21, 2021

Pam Knapp

Date

Director II, College and Career Readiness

PO Box 213030

Stockton, CA 95213-9030

SIGNED FOR DIVISION OF APPRENTICESHIP STANDARDS:

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

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(DAS approval date)

Eric Rood, Chief

Date

Division of Apprenticeship Standards