

MEMORANDUM OF UNDERSTANDING

SENIOR SCHOOL-TO-CAREER PROGRAM

WHEREAS, this Memorandum of Understanding, entered into between Jobs for (*State*) Graduates (*JAG*) and * Unified School District and * High School, outlines the elements of a partnership to successfully implement and sustain the Jobs for America's Graduates (*JAG*) Senior School-to-Career Program.

WHEREAS, Jobs for (*State*) Graduates, Inc. (*JAG*), a non-profit corporation supported by corporate and foundation contributions, public sector grants and participating school funds. *JAG* creates business, industry and education partnerships committed to achieve the mission of *JAG* which is to ensure that at-risk high school seniors remain in school, attain basic employability skills through classroom and work-based learning experiences during the senior year, graduate and receive twelve (12) months of follow-up services by the *JAG* Job Specialist in which *JAG* participants are successfully transitioned into a career and/or pursue a post-secondary education to enhance their career entry and advancement.

WHEREAS, the Senior School-to-Career Program is based on the Jobs for America's Graduates Program Model. The senior school-to-career program serves high school seniors during their last year of high school and for an additional twelve (12) months of follow-up services.

WHEREAS, the five (5) primary performance goals of the Jobs for America's Graduates (*JAG*) Senior School-to-Career Program are: a 90% graduation/GED rate; an 80% overall success rate at the end of twelve (12) months after graduation, with participants either employed in a job leading to a career, in the military, or enrolled in a postsecondary education or training, or a combination of work and postsecondary education; 60% of graduates are employed; 60% of employed graduates are in full-time jobs leading to careers; and 80% of the graduates are employed full-time and/or are combining work and school. The electronic data management system provides tracking of students served, services delivered, and outcomes achieved. Statewide and school performance outcomes are used in *JAG*'s accreditation process. State and local affiliates must receive standard accreditation to remain a member of the *JAG* National Network.

WHEREAS, the partners are totally committed to providing a world-class school-to-career program, a process of continuous improvement will be implemented and maintained throughout the existence of the *JAG*/*JAG* accredited program.

WHEREAS, the responsibilities of **JOBS FOR (*STATE*) GRADUATES, INC. (*JAG*)** include:

1. Establish a Jobs for America's Graduates, Inc. (*JAG*) accredited Senior School-to-Career Program at the high school through a mutually beneficial partnership between Jobs for (*State*) Graduates, Inc. (*JAG*) and the high school.
2. Maintain an active, involved Board of Directors to provide oversight to the implementation, operation, and continuous improvement of programs in (*State*) which satisfy the accreditation standards of the *JAG* Program Model.
3. Develop a positive working relationship within local communities, including employers, high schools, postsecondary or technical schools, and community service organizations for the purpose of promoting and establishing local *JAG* accredited programs in accordance with the *JAG* Program Model.

4. Provide technical assistance and training to the *JAG* Job Specialist and other key staff of the participating school on the successful implementation and operation of a *JAG* accredited program.
5. Provide *JAG* Model Books (including a *SPECIALIST HANDBOOK*, *CAREER ASSOCIATION HANDBOOK*, and *SENIOR CURRICULUM GUIDE* and other program materials, publications, and national communications to the participating school.
6. Provide staff development experiences for all Job Specialists to assure understanding of the *JAG* Model Program and the Senior School-to-Career Program and to share best practices through planned local/state staff development activities and by attending the annual *JAG* National Training Seminar held in July.
7. Provide staff support and conduct periodic school quality assurance reviews and consulting visits to give encouragement, support, and feedback as well as a review of documentation which is required of a *JAG* accredited program committed to tracking students, services, and outcomes throughout the senior year and 12-month follow-up period. Every 1-2 years, *JAG* will conduct a site review and prepare an accreditation report for review by the *JAG* Board of Directors, central office and participating school and Job Specialist.
8. Sponsor the annual *JAG* Career Development Conference, utilizing input from students, Job Specialists and members of the Board of Directors.
9. Conduct periodic school visits and reviews and assist *JAG* in its accreditation process to ensure conformity with the performance standards as promulgated by *JAG* and *JAG*.

WHEREAS, the responsibilities of * Unified School District and * High School include:

1. Employ a full-time, mutually acceptable, certified individual qualified to fulfill the responsibilities of the *JAG* Job Specialist who takes personal responsibility for a minimum of 35 students with a goal of 35 to 50 students who are most at-risk of becoming unemployed and/or leaving school before graduation. Provide the balance of the salary and benefits for the *JAG* Job Specialist above the contribution by *JAG* and contribute as in-kind services the use of appropriate classroom space, office space for the Job Specialist, utilities, telephone, computer, copier, etc.
2. Provide the *JAG/JAG* Model Program in a regularly scheduled class or classes for credit to a minimum of thirty (30) students with a goal of 35 to forty (40) students for the entire school year. Upon continuation of the program, follow-up services including employer marketing, job development, and placement services will be provided for twelve (12) months after graduation.
3. Establish an in-school Advisory Committee to assist the Job Specialist in recruiting, screening and selecting students most in need of services delivered in the Senior School-to-Career Program and provide on-going support for students and the *JAG* program. At a minimum, the committee will include one representative from administration, counseling, and the faculty as well as the

Job Specialist. The Advisory Committee and Job Specialist are mutually responsible for recruiting, screening, and selecting students who satisfy JAG criteria to receive the in-school and follow-up services of the program.

4. Provide scheduled time access to students and to student cumulative records for the purpose of identifying, screening, selecting, and enrolling qualified students in the *JAG/JAG* accredited program.
5. Provide for the scheduling of students and adequate class time.
6. Provide classroom space for specialist-led competency-based instruction and student-led Career Association activities. The school will also provide the use of other school facilities and equipment necessary to deliver the services of a *JAG/JAG* accredited program.
7. Provide for the coordination of the *JAG/JAG* program and Career Association with other school programs and services where appropriate.
8. Enable students to attend statewide Leadership and Career Development Conferences held in the _____ area and provide transportation for students to attend these events.
9. Provide academic credit toward graduation to those students who successfully complete the *JAG/JAG* program which includes nine (9) months of in-school and twelve (12) months of follow-up services.
10. Support *JAG*'s efforts to involve parents, family, employers, and community to meet the needs of *JAG* students which will keep them in school through graduation and ensure full cooperation and participation during the post-graduation follow-up period.
12. Work with *JAG* to provide performance evaluations of the Job Specialist and assistance to achieve full compliance to the *JAG* Program Model standards.
13. Provide **mandatory** release time for the *JAG* Job Specialist to perform mandatory off campus employer marketing, job development, and placement responsibilities. Active personal contacts with employers throughout the program year is essential to a successful School-to-Career Program. The school will also facilitate attendance at mandatory *JAG* staff meetings and the annual *JAG* National Training Seminar. Make transportation available to Job Specialist for mandatory attendance at staff meetings, training and off campus employer marketing, job development, and placement activities.
14. Provide adequate supervision to ensure that the *JAG* Job Specialist fulfills the responsibilities of this Memorandum of Understanding and achieve the performance standards of the *JAG* Program Model and requirements of any funding sources.
15. Provide feedback to the *JAG* Central Office which will result in the continuous improvement of the program to maintain accreditation by Jobs for America's Graduates.

WHEREAS, the responsibilities of (Name of Job Specialist) include:

1. Recruit and select a minimum of 35 and a maximum of fifty (50) qualified students to the program who satisfy the criteria as set out by JAG/JAG. Targeted high school students for the program include those who are likely to drop out of school prior to graduation or who are not taking advantage of their senior year of high school, most likely to be unemployed after graduation or undecided on a career path with no plans for postsecondary education. Since participation in the JAG program is limited, students must need, want, and can profit from the services available through in-school and follow-up phases of the program.
2. Establish an in-school Advisory Committee to assist the Job Specialist in recruiting, screening and selecting students most in need of services delivered in the Senior School-to-Career Program and provide on-going support for students and the JAG program. At a minimum, the committee will include one representative from administration, counseling, and the faculty as well as the Job Specialist. The Advisory Committee and Job Specialist are mutually responsible for recruiting, screening, and selecting students who satisfy JAG criteria to receive the in-school and follow-up services of the program.
3. Deliver the Curriculum developed by JAG which is endorsed and based upon JAG's thirty-seven (37) core competencies. Students will be expected to master all competencies. For the 12th grade Senior School-to-Career Program, developing no less than the thirty (30) JAG employability skills taught over the course of the school year. For those involved in a multi-year JAG accredited program, the teaching of the 37 JAG core competencies taught over the course of the school year, with emphasis on career exploration and school retention before enrollment in the senior program.
4. Organize the establishment of a highly motivational, career-oriented student-led organization. Each student will be a member of the Career Association for purposes of belonging, creating a sense of ownership, building self-esteem, and developing leadership and followership skills. Each student will be required to give a minimum of two (2) hours of community service which can be performed individually or in groups. Incorporate community service into the program to increase student awareness of the needs of the community and develop leadership, followership, and teamwork skills.
5. Work with students and other staff/faculty to provide remediation and/or tutoring required for students to improve their basic education skills and graduate with their class. Provision of any necessary services required to help students overcome barriers to staying in school, graduating, becoming employed and/or pursuing a postsecondary education.
6. Provide career counseling. Provide personal counseling and refer to school or community based services as needed to overcome the barriers to graduation, employment, and career entry and advancement.
7. Attend JAG staff development experiences and mandatory monthly staff meetings. Work with the Management and central staff to assist with special events or peer-based training as needed.

8. Coordinate efforts with the Management to develop and provide work-based learning experiences for students during the 12-month follow-up phase of the program.
9. Develop, in conjunction with the Management, work-based learning and/or job shadowing experiences linked to *JAG*'s curriculum to enhance student learning and occupational specific skills in their chosen career field. Develop, in conjunction with the Management, jobs, internships or apprenticeship opportunities for *JAG* graduates.
10. Contact graduates and non-graduates (at least monthly) and employers (five times) during the 12-month follow-up period; maintain contact with non-seniors during the summer months to increase the probability of their returning to school and graduating.
11. Provide personal and confidential information for screening in accordance with local and state laws governing those working directly with students in schools.
12. Complete and regularly maintain all paper and electronic documentation as required by *JAG* and JAG. Submit properly completed written and electronic documentation as directed by the Management.
13. Work with *JAG* Central Staff to complete all monitoring agreements and documentation required by funding sources.
14. All Job Specialists will be expected to sign a Memorandum of Understanding as part of their contract and evaluation. Participate in a staff evaluation conducted by the Management twice a year to determine that *JAG* and JAG standards are being upheld.

WHEREAS, the responsibilities of Jobs For America's Graduates include:

1. Provide on-site assistance for Job Specialists and *JAG* central staff upon request.
2. Make available its copyrighted model books and materials, operational guides, administrative manuals, electronic data management system, etc. Network members receive a full set of the *JAG* Model Books for all *JAG* staff members.
3. Provide Job Specialists with the opportunity to attend the annual *JAG* National Training Seminar.
4. Assist *JAG* with the full implementation of *JAG*'s electronic data management system designed to track students, services, and outcomes for the purpose of determining the effectiveness of the program based on specific performance standards. State affiliates have access to the National Data Base which produces management information for decision making and program/staff evaluation purposes.

5. Conduct accreditation of the *JAG* program to ensure conformity with the standards as promulgated by JAG.
6. Make available the protected trademark, "Jobs for America's Graduates," and associated emblem and copyrighted materials directly related to and limited to the periods in which the program is delivered in a manner consistent with the mission and goals of the JAG Program Model and terms of this Memorandum of Understanding.

PARTNERSHIP COMMITMENT

This Memorandum of Understanding is for the 1997-1998 school year.

The partners mutually agree that the JAG/JAG program will operate within the principles, policies, procedures and JAG standards as outlined in this document and agreed to by the participating school, Jobs for (State) Graduates, and Jobs for America's Graduates.

It is a mutually agreed that efforts will be made to continue the JAG/JAG accredited program in the school the next school year based on the availability of funding, an adequate number of students to make the program cost effective, and mutual satisfaction with the program based on this Memorandum of Understanding.

In agreement with the provisions of the Memorandum of Understanding, the partners affix their signatures in the spaces provided.

JOBS FOR (STATE) GRADUATES

_____ Date _____ Date _____

Chairman of the Board

Management

*** UNIFIED SCHOOL DISTRICT**
[address]

_____ Date _____
(Name of), Superintendent
* Unified School District

*** HIGH SCHOOL**
[address]

_____ Date _____ Date _____
(Name of), Principal (Name of), Job Specialist

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