2024 - 2025 K-16 Collaborative

Undergraduate Work Experience Program in Education

Q&A for College Staff, Faculty, Administrators

The K-16 Collaborative Border Region Talent Pipeline is a team of education, workforce, economic development and industry stakeholders committed to increasing access to high-wage, high-demand careers in business, computing, engineering, education and healthcare for diverse and underrepresented local talent in San Diego and Imperial Counties.

The purpose of the grant is to increase underrepresented student opportunities in these high-wage, high-demand careers. Please support by reaching out to those students in particular.

Resources:

- Slide Presentation: College Info Session - Undergraduate Student Internship Program
- Recording: College Info Session - Undergraduate Student Internship Program
- Student Information Flyer

Additional Information:

For educators: https://k16talentpipeline.org/educators/internships/
For students: https://k16talentpipeline.org/students/education/

What is the hourly rate of pay for this work experience program?

- Students will be paid $20 per hour.

How many total hours can a student work?

- Students can work up to 290 hours over the course of the 24-25 school year:
    - Up to 40 hours of onboarding, training and ongoing support;
    - Up to 250 hours of on-site work.

How many hours per week can a student work?

- Under this program, students are not permitted to work more than 8 hours a day or 19.5 hours per week.
- Students must be concurrently enrolled in a college or university.

Are the positions in-person, virtual or hybrid?

- All available positions are in-person only.
- There are no virtual or hybrid options available.

How many positions are available?

- At this time, we do not have an exact number since this depends on how many LEAs apply to host intern(s). We are anticipating to fill at least 50 positions within both San Diego and Imperial counties.
- For a preview of opportunities, please visit this website: https://sites.google.com/k16talentpipeline.org/brtp/students/education?authuser=0

What schools / districts will be hosting students?

- The opportunity to host work experience students was made available to all public K-12 Local Education Agencies (LEAs) in San Diego and Imperial Counties.
- We are hoping that a variety of districts will apply so that there is a range of available work site locations, as well as different types of work experience options with elementary, middle and high school students.
- At this point in time, the following LEAs have completed both parts of the Host LEA application:
    - San Marcos Unified
    - San Dieguito Union High School Districts
    - Ramona City Unified
    - Bonsall Unified
    - Coronado Unified
    - Steele Canyon Charter High School
    - TBD, more to come!

What type of work / what type of positions will be available at K-12 sites?

The exact title of available positions will vary by district. It is a requirement that all work experience positions be student-facing, working directly with K-12 students. It is also required that primary responsibilities be academic in nature and take place in a general education environment, under the direct supervision of a district employee. Positions that align with these requirements might include:

- Academic Tutor (for any content area)
- Academic Coach
- Instructional Aide / Assistant
- Classroom Aide / Assistant
- Extended Day / Before/After School Care

How will students know what positions they can apply for?

- The application will contain a link to a Google site where all of the available positions, along with their corresponding locations, will be listed. The link to this Google site will also be posted to our webpage and sent to everyone who has registered on our interest list.
- This page will be updated until the day the application opens on March 11.

How do students qualify for this work experience program?

- To qualify for this program, you must:

- Be authorized to work lawfully in the U.S.;
- Be currently enrolled in an undergraduate course of study at a public community college or university in San Diego or Imperial county;
- Complete the work experience application;
  - Create and upload a brief 2 min. introductory video;
- Submit a PDF copies of the following:
  - Updated resume
  - Unofficial transcript(s)
  - Supplemental Materials (if requested per the job description)

Are other supplemental materials required or are there special hiring criteria in addition to the application?

- Requests for supplemental materials will vary by LEA. **Some LEAs may request:**
  - Completion of a minimum number of semester units (48) or proof that a candidate satisfies the CA Basic Skills Requirement;
  - Response to a supplemental question or questionnaire;
  - Drug / Alcohol screening.
- **All LEAS will require the following *after* you have accepted a position:**
  - Live Scan electronic fingerprinting / Department of Justice background check;
  - A tuberculosis test and/or a physical exam.

After submitting an application, what are the next steps for the student?

- The K-16 Team will review all applications for eligibility;
- The K-16 Team will match applicants to available positions and will forward applications, resumes and unofficial transcript(s) to the Host LEAs;
- LEAs will determine which applicants they wish to interview;
- After interviews, LEAs will offer positions to selected applicants;
- Students can accept a position with only one LEA;
- Once you have secured a position, the K-16 Team will work with you to complete a LiveScan/background check as well any additional special hiring criteria required by the LEA;
- You will complete the onboarding process with the K-16 team and Manpower in August 2024;
- On-site work begins in September 2024.

What is the internship timeframe?

- The Work Experience Program will primarily take place during the 24-25 school year;
  - August - Onboarding / Training
  - September to May - Onsite work experience; Monthly community of practice meetings.
- The application opens **March 11, 2024** and closes at **11:59pm on April 7, 2024**. Late applications will not be considered.

This is the **TENTATIVE TIMELINE:**

Early Feb	Student information flyer released
Feb 26 (1:00-2:00 pm)	Student info session #1
March 11	Student application opens
March 15 (9:00-10:00 am)	Student info session #2
April 7	Student application closes
May 6 -10	Round 1 interviews (if the school runs interviews through us)
May 28 - 31	Round 2 interviews (if the school runs interviews through us)
August	Student onboarding & bootcamp
Sept 3	On-site work experiences begin!
Sept 2024 - May 2025	Monthly student community of practice

What is the role of the Host LEA?

- Host LEAs will interview and select candidates, pay for LiveScan Fingerprinting, provide any district mandated training, determine placements at school sites, and provide an on-site supervisor to approve weekly timesheets and serve as a point of contact.

Who is the employer of record and what is their role?

- ManPower will serve as the official employer of record for all students participating in this program.
- ManPower is responsible for managing time cards, distributing student wages, providing workers' compensation and liability insurance, and issuing year-end tax reporting documents.

What is the role of the K-16 Collaborative?

- The K-16 Collaborative is responsible for recruiting host LEAs, promoting the opportunity to college students, as well as conducting the initial screening of all candidates.
- The K-16 team coordinates directly with ManPower, as well as the host LEA to facilitate the interviewing and onboarding of student interns.
- The K-16 Collaborative: Border Region Talent Pipeline grant pays all student wages and provides training, onboarding and ongoing support to participants.

What is the role of college staff, professors and administrators?

- Career Center / Student Services Staff
    - Advertise this opportunity to students in the participating programs at your college
    - Provide targeted outreach to underrepresented students & encourage them to apply
    - Assist students with resume and/or video preparation
    - Invite students to participate in a mock interview
    - Provide interview tips on what to wear and what questions to ask
    - Support students or reach out to the K-16 Collaborative team if a student may need additional support (i.e. vaccinations, transportation, professional clothes, childcare, etc.)
    - Encourage students to attend the K-16 Collaborative internship information session or listen to the recording which will be posted here: https://k16talentpipeline.org/students/education/
- Professors / Instructors
    - Help to advertise this opportunity to your students in your courses or programs;
    - Encourage students to visit the Career Center to provide resume writing and interview support;
    - Reach out to the K-16 Collaborative team if a student needs additional support;
    - Encourage students to attend the K-16 Collaborative internship information session or listen to the recording.
- Administrators
    - Share this opportunity with Department Chairs / professors / instructors in your college, division or program;

How will this work experience fit in with a college course schedule? What if a student doesn't know their schedule for next year?

- LEAs are aware that participants are a current undergraduate students and are committed to working with their schedules;
- With that said, on-site work experience hours will be available during typical school hours, Monday - Friday, from 8am - 4pm (may vary slightly).
- Students are limited to working 19.5 hours per week.
- We recommend, if possible, scheduling courses to allow for large blocks of time, 2-3 days per week;
- Once students know their schedule for Fall semester / quarter, they are responsible for sharing this information with their direct supervisor. Together, they can determine a schedule that works for both the students and the LEA. Students will go through this process again for the Spring semester.

What about transportation to the work experience location?

- Students are responsible for providing their own transportation to and from school sites;
- Students should let us know in the application if they need assistance with transportation!
    - Transportation stipends may be available for students who take public transportation and/or accept positions in rural school districts.

What if a student needs additional support with basic needs such as food, professional clothes, childcare, etc.?

- We want all students to be able to successfully participate in this work experience program and we understand that there may be a need for additional support.
- First, please help students reach out to the **student services division** at the college or university for assistance.
- If your college / university is unable to provide additional support services, students can apply to the K-16 Collaborative for emergency funds. Students can reach out to us at Education@k16talentpipeline.org if this is the case.

I have additional questions, who can I contact?

- If you are a K-12 LEA or a from a colleges/university, please contact **Jamie Davenport**, Program Coordinator at jamie@k16talentpipeline.org
- If you are a student, please contact **Jaqueline Alva Hernandez**, Internship Specialist at Education@k16talentpipeline.org