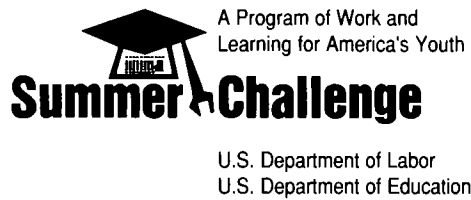


Jobs Conference

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RESOURCE DIRECTORY

TABLE OF CONTENTS

	Page
Chapter 1 Technical Assistance Centers	1
Chapter 1 Rural Technical Assistance Centers	4
OERI's Labs and Centers	7
Resource Directory: Department of Education Offices	9
U.S. Department of Labor/ETA Task Force Directory	10
U.S. Department of Labor Regional Office Contacts	12
Public Interest Groups	15
Membership, Community-Based or Advocacy Organizations	16
Business Organizations	18
Technical Assistance and Training	19

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Serves: Maine, New Hampshire, Vermont, Rhode Island, Connecticut, Massachusetts, New York, New Jersey, and Puerto Rico.

Parent Involvement and Family Literacy Specialty Option

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Indianapolis, Indiana 46241
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(800) 456-2380 FAX (317) 244-7386
Serves: Pennsylvania, West Virginia, Delaware, Maryland, District of Columbia, Kentucky, Indiana, Ohio, and Michigan.

Effective Practices: Identification and Dissemination Specialty Option

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2601 Fortune Circle, East
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(800) 241-3865 FAX (404) 723-7436

Serves: Virginia, North Carolina, South Carolina, Tennessee, Mississippi, Alabama, Georgia, and Florida.

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(800) 922-9031 FAX (913) 451-8190

Serves: North Dakota, South Dakota, Minnesota, Wisconsin, Nebraska, Iowa, Illinois, and Missouri.

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Dr. Alexa Pochowski

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(800) 922-3636 Fax (303) 825-1626

Serves: Arkansas, Louisiana, Kansas, Oklahoma, Texas, Colorado, Utah, Arizona, and New Mexico.

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Region F

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730 Harrison Street
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(415) 565-3000 FAX (415) 565-3012

Serves: Alaska, Hawaii, Washington, Oregon, Idaho, Montana, Wyoming, Nevada, and California.

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OERI's LABS AND CENTERS

The Office of Educational Research and Improvement (OERI) helps educators and policymakers solve education problems in their schools through a network of 10 regional educational laboratories. Using the best available information and the experience and expertise of professionals, the laboratories identify solutions to education problems, try new approaches, furnish research results and publications, and provide training to teachers and administrators. OERI recently awarded \$162 million in contracts to operate the laboratories over the next five years. As part of their individual regional programs, all laboratories will pay particular attention to the needs of at-risk students and small rural schools. The 10 laboratories are:

Appalachia Educational Laboratory, Inc. (AEL)

1031 Quarter Street

P.O. Box 1348

Charleston, West Virginia 25325

(304) 347-0400

(800) 624-9120 (outside West Virginia) (800) 344-6646 (in West Virginia)

Serves: Kentucky, Tennessee, Virginia, and West Virginia.

Far West Laboratory for Educational Research and Development (FWL)

730 Harrison Street

San Francisco, California 94107-1242

(415) 565-3000

Serves: Arizona, California, Nevada, and Utah.

Mid-continent Regional Educational Laboratory (McREL)

Denver Office:

2550 South Parker Road, Suite 500

Aurora, Colorado 80014

(303) 337-0990

Kansas City Office:

4709 Belleview Avenue

Kansas City, Missouri 64112

(816) 756-2401

Serves: Colorado, Kansas, Nebraska, Missouri, Wyoming, North Dakota, and South Dakota.

North Central Regional Educational Laboratory (NCREL)

1900 Spring Road, Suite 300

Oak Brook, Illinois 60521

(708) 571-4700

Serves: Minnesota, Wisconsin, Iowa, Illinois, Michigan, Indiana, and Ohio.

Northwest Regional Educational Laboratory (NWREL)

101 SW Main Street, Suite 500

Portland, Oregon 97204-3297

(503) 275-9500

Serves: Alaska, Idaho, Oregon, Montana, and Washington.

Pacific Regional Educational Laboratory (PREL)

1164 Bishop Street, Suite 1409

Honolulu, Hawaii 96813

(808) 532-1900

Serves: American Samoa, Commonwealth of the Northern Mariana Islands, Federated States of Micronesia, Guam, Hawaii, Republic of the Marshall Islands, and Republic of Palau.

Regional Laboratory for Educational Improvement of the Northeast Islands

300 Brickstone Square, Suite 900

Andover, Massachusetts 01810

Serves: Connecticut, Maine, Massachusetts, New Hampshire, New York, Rhode Island, Vermont, Puerto Rico, and the Virgin Islands.

Research for Better Schools, Inc. (RBS)

444 North Third Street

Philadelphia, Pennsylvania 19123-4107

Serves: Delaware, Maryland, New Jersey, Pennsylvania, and the District of Columbia.

SouthEastern Regional Vision for Education (SERVE)

Headquarters: University of North Carolina at Greensboro

P.O. Box 5367

Greensboro, North Carolina 27435-5367

(919) 334-3211

(800) 755-3277

Field Office: Office of Policy Research and Improvement

Florida Department of Education

325 West Gaines Street, Suite 414

Tallahassee, Florida 32399-0400

(904) 488-1611

Serves: Alabama, Florida, Georgia, Mississippi, North Carolina, and South Carolina.

Southwest Educational Development Laboratory (SEDL)

211 East Seventh Street

Austin, Texas 78701

(512) 476-6861

Serves: Arkansas, Louisiana, New Mexico, Oklahoma, and Texas.

RESOURCE DIRECTORY: DEPARTMENT OF EDUCATION OFFICES

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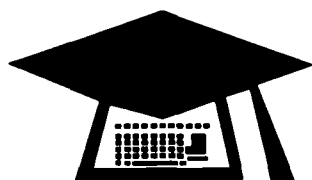
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A Program Of Work and
Learning for America's Youth

Summer Challenge Conference

April 14, 1993

U.S. Department of Labor
U.S. Department of Education
U.S. Department of Health and Human Services

Head Start

Head Start is a comprehensive, family-oriented, and community-based program with developmental goals for children, employment and self-sufficiency goals for adults, and support for parents in their work and child-rearing roles. Head Start is now a \$2.7 billion program with nearly 2,000 local grantees and delegate agencies serving 721,000 low-income children and their families each year.

Federal Head Start officials work with the National Head Start Association and the Regional and State Head Start Associations to ensure that Head Start grantees and parents have a voice in policies and program directions. In addition, Head Start is working with other Federal programs, States and local agencies through the Head Start-State Collaboration Network of 22 States.

These grantees (1) facilitate the involvement of Head Start in the development of State policies and plans which affect the Head Start population and other low-income families; (2) create significant, cross-cutting initiatives on behalf of children and families throughout the State; (3) help build more integrated and comprehensive service delivery systems to improve families' access to services and promote a high level of programmatic quality; and (4) encourage widespread local collaboration between Head Start and other programs.

Within this framework, Head Start-State Collaboration Projects are working in six priority areas: (1) supporting employability and economic self-sufficiency for families; (2) improving the availability, accessibility and quality of child care services; (3) expanding and improving early childhood education through coordination with State-funded preschool programs; (4) enhancing the transition of children from preschool to elementary school; (5) improving opportunities for children with disabilities; and (6) improving access to health care services.

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Maine-----ME
*Massachusetts-----MA
New Hampshire-----NH
Vermont-----VT
Rhode Island-----RI

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*New Jersey-----NJ
Puerto Rico-----PR
Virgin Islands-----VI

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*Pennsylvania-----PA
Virginia-----VA
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*Georgia-----GA
Kentucky-----KY
Mississippi-----MS
North Carolina-----NC
South Carolina-----SC
Tennessee-----TN

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Michigan-----MI
Minnesota-----MN
Ohio-----OH
Wisconsin-----WI

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*Utah-----UT
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Hawaii-----HI
Nevada-----NV

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Idaho-----ID
*Oregon-----OR
Washington-----WA

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***ASTERISK INDICATES WHICH STATE THE CURRENT PRESIDENT RESIDES**
***INDIAN PROGRAMS---REGION XI**
***MIGRANT PROGRAMS--REGION XII**

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Arvern Moore, President

Sarah Greene, Chief Executive Officer



National
Alliance of
Business



PREPARATION

- ☐ Learn something about company.
- ☐ Have specific job or jobs in mind.
- ☐ Fill in Pocket Resume
- ☐ Review your qualifications for job.
- ☐ Be prepared to answer broad questions about yourself.

APPEARANCE

- ☐ Well groomed.
- ☐ Suitably dressed.
- ☐ Make-up in good taste.

TESTS

- ☐ Listen to instructions.
- ☐ Read each question thoroughly.
- ☐ Write legibly.
- ☐ Don't dwell too long on one question.

INTERVIEW

- ☐ Be prompt.
- ☐ Answer questions directly and truthfully.
- ☐ Be well mannered.
- ☐ Use proper grammar and good diction.
- ☐ Be enthusiastic and cooperative.
- ☐ Don't be afraid to ask questions.

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MC/591/26.5



National
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This information is often asked for at a job interview. Fill in the resume ahead of time. Take it with you as a reference.

Social Security Number _____

Driver's License _____

EDUCATION

School _____ School _____

Address _____ Address _____

Course or Subject _____ Course or Subject _____

Dates _____ Dates _____

School Activities (clubs, offices, sports, etc.) _____

PREVIOUS EMPLOYMENT (Summer and part-time jobs)

Name of Employer _____ Name of Employer _____

Address _____ Address _____

Job Title _____ Job Title _____

Dates _____ Dates _____

Military Service or Draft Status _____

Hobbies and Special Interests _____

Special Skills _____

REFERENCES (Will need several)

(Get permission before using names)

Name _____

Address _____

Telephone Number _____

Name _____

Address _____

Telephone Number _____

PHOTOCOPY
PRESERVATION

R/1495



NATIONAL ALLIANCE OF BUSINESS

1201 New York Avenue, NW, Washington, DC 20005

**"Hello,
I'm new."**

**Your First
Job Checklist**

**WE
WANT
TO
WORK**

The National Alliance of Business is a business-led, nonprofit organization that builds on partnerships with education, government, and labor to assure that America has a globally competitive workforce.

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NATIONAL ALLIANCE OF BUSINESS

1201 New York Avenue, NW, Washington, DC 20005-3917

Job Checklist

First job? Or new job? Here's a checklist to help you and your employer get off to a good start.

First, make sure you know who your immediate supervisor is. That person is supposed to advise you, so don't hesitate to ask him/her for answers to the following questions:

- What are the hours I'm expected to work?
 - Am I suitably dressed for the job? If not, how should I dress?
 - When do I get paid—weekly, bi-weekly, monthly?
 - What financial benefits are available to me as an employee?
 - Are there scheduled coffee or soda break times?
 - Is there an employee lunch room?
 - Where are the rest rooms?
 - How will my job performance be evaluated?
 - What are the rules on smoking in the workplace?
 - Who and where do I call if an emergency causes me to be late or absent from work?
 - If I should get sick or hurt on the job, what do I do?
-

"What's Next?"

Now that you know the ground rules, the following pointers will keep you advancing on the job track:

Take Pride in Your Work

Learn to do your job well and fast. Ask questions. Work toward knowing you can perform your job better than anyone else. When your employer needs someone to fill a better job, he or she may consider you.

Plan Your Work

Planning and organizing your work makes you more efficient and less likely to make costly mistakes.

Do More than the Required Minimum

Do your share of the work and then some! Your employer will notice and remember the extra things you do.

Do All the Work that Has to be Done

Every job has parts to it that are no fun, but the work isn't done until every part is finished. A mechanic, for example, may hate to put away tools and clean up. The job, though, is not finished until this is done.

Listen Carefully to Directions and Instructions

Do the job as it has been explained to you. Listen carefully! If you don't understand, ask questions!

Work Quickly Without Disturbing Others!

Each employee has a specific job to perform. Personal phone calls and conversations take time away from your job. Business suffers when you disturb other workers.

Be Careful with Company Equipment and Materials!

If your employer has to replace expensive equipment through your carelessness, you may soon be looking for another job! The same will be true if you are careless with materials and time.

Know and Follow Company Rules and Regulations!

Employees must comply with rules and regulations to facilitate company operations such as special dispatch schedules, safety rules, dress codes, working hours and what to do if you will be late or are sick.

Be Polite and Get Along with Fellow Workers!

Your chances for succeeding on the job are greatly improved when you cooperate with your fellow workers and show a sense of humor, loyalty, reliability and flexibility. Strive to be like employees who are cooperative and willing to help!

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Youth Job Search Guide
National Alliance of Business
Booklet 16 pages



NATIONAL ALLIANCE OF BUSINESS

1201 New York Avenue, NW, Washington, DC 20005

Youth Job Search Guide

How You Can Find
and Get A Job

WE
WANT
WORK

The National Alliance of Business is a business-led, nonprofit organization that builds on partnerships with education, government, and labor to assure that America has a globally competitive workforce.

Activities of the National Alliance of Business are financed with public and private resources. The largest share of public funding comes in a grant from the U.S. Department of Labor. Opinions reflected in this publication do not necessarily reflect official Labor Department policy.



NATIONAL ALLIANCE OF BUSINESS

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WORK AMERICA

NATIONAL ALLIANCE OF BUSINESS

Vol. 10, No. 3

March 1993

25 Years

Helping America Work

SEE INSIDE:
NAB Launches Business
Center for Youth Apprenticeship

In This Issue

★ PRESIDENT CLINTON
WANTS TO PROVIDE SUM-
MER JOBS, with schooling, for more
disadvantaged youth than ever before. 1

★ LIFETIME LEARNING IS
ESSENTIAL to improving the
nation's competitive position in the
world, according to the Competitive-
ness Policy Council. 2

★ NAB'S NEW BUSINESS
CENTER FOR YOUTH
APPRENTICESHIP will help busi-
ness to realize the benefits of a school-
to-work system in the United States. 4

★ A CORPORATE SPON-
SORED SCHOOL IN CHI-
CAGO has proved that, given the
chance, even the most disadvantaged
children can achieve. With the help
of supporters Anheuser Busch, Baxter
International, and Oprah Winfrey,
among others, the school's students
score higher on standardized tests and
have better attendance rates than Chi-
cago public school students. 3

★ NAB'S BUSINESS/EDUCA-
TION FORUM will focus on
advancing public and private collabo-
ration for education reform. 2

Clinton Issues a "Summer Challenge"

by Christina Sobran

President Clinton's summer jobs program, one of the components of his economic stimulus package, has taken off with an early jump on what is to date the most ambitious proposal for a jobs program for youth since its creation. With *Summer Challenge: Work and Learning for America's Youth*, the Clinton Administration hopes to nearly double an earlier proposed budget for summer jobs for disadvantaged youth — to \$2 billion — and to add an educational enrichment component to the program.

"This improved and expanded summer jobs program is designed to fulfill President Clinton's commitment to restoring the work ethic, hope and opportunity by providing meaningful work experiences and educational enrichment to over one million low-income young Americans," said Secretary of Labor Robert Reich at a conference for the Council of Great City Schools held in Washington on March 15.

More than half the additional funding requested will be targeted at the nation's 100 cities with the greatest number of eligible youth. About \$300 million will increase all existing job sites' budgets by 25 percent. With the already existing funds, this will enable

roughly 1.3 million low-income 14- to 21-year-olds to get summer jobs through the program.

Secretary Reich has also asked the private sector to set aside 300,000 jobs for deserving youth this summer. Reich has called the private sector component of the summer jobs program, *American Business: Meeting the Challenge*.

Part of the new funding for the overall program — \$300 million — will be earmarked for a new academic instruction program aimed at reducing the loss of academic skills among students over summer vacation. On average, youth fall about a third of a grade level behind during the summer break. The new academic component would provide 90 hours of instruction, either in the classroom or on the job, over the course of the 8- to 10-week jobs programs.

The federal Summer Jobs Programs, which began in the late 1960s under President Lyndon Johnson, have created millions of jobs for at-risk youth. Last summer about 800,000 low-income young people, aged 14-21, obtained temporary employment in the public sector through the program. Originally slated to receive \$687 million, the program gained an additional supplemental appropriation of \$500 million following the Los Angeles riots.

Although some individual summer job sites have included an academic enrichment component in the past, this will be the first time that such a plan would be implemented nationwide. According to the Labor Department, the pilot programs have yielded an increase in the reading skills of participants by 1.3 grade levels and the math skills by 1.4 grade levels. Moreover, an Inspector General's report of the 1992 summer jobs program recommended expansion of the educational enhancement effort.

In addition to summer jobs and education for older youth, the President has also proposed investing an additional \$500 million for a special Chapter 1 summer school program and \$500 million to extend Head Start through the summer.

Secretary Reich said that the Labor Department will work closely with the Education Department to develop the educational facet of the summer jobs program. The Departments of Labor and Education will also host a joint conference, *Summer Challenge: A Program of Work and Learning for America's Youth*, in Washington, DC, on April 13-14, to examine successful summer jobs programs and ways to improve the transition from school to work in the United States. ★

Clinton Asks Business To Join Summer Jobs Effort

As part of his proposal for a newly expanded summer jobs program, President Clinton has asked business to take the lead in providing youth with private sector jobs for the summer. The President has challenged American businesses to lead the effort in their communities by providing 300,000 jobs this summer to youth ages 14-21 who might otherwise not be employed. Working through the Private Industry Councils and other local employment and training agencies, the National Alliance of Business will facilitate business involvement in the effort on the community level.

At a meeting with more than 200 business leaders on March 29 in the East Room of The White House, the Administration kicked off *American Business: Meeting the Summer Challenge*. The private sector component of the Clinton Administration's proposed summer youth program would complement the larger *Summer Challenge* effort to provide immediate jobs and educational enrichment for 1.3 million low-income youth.

The call for business involvement in providing jobs for the unemployed echoes the call made twenty-five years ago this month by President Lyndon Johnson when he formed the National Alliance of Businessmen. It also underscores the seriousness with which the Clinton Administration considers the need for cooperation between the public and private sectors. At a briefing held on March 26, a Labor Department official noted that "the success of the *Summer Challenge* depends on the partnership forged between the public and private sectors."

The President has proposed permanently extending the Targeted Jobs Tax Credit (TJTC), which offers small, medium and large employers a credit against their federal tax liability for hiring persons from targeted groups. The extension of the TJTC is dependent on congressional approval and may or may not be available this summer.

Although *Meeting the Challenge* is for businesses of all sizes, small companies are likely to carry the load in the program due to cutbacks in larger

continued on page 6

A Program of Work and Learning

The U.S. Departments of Labor and Education will host a conference to inaugurate President Clinton's *Summer Challenge* program.

The invitation-only meeting will take place on April 13-14, 1993, in Washington, DC. A preliminary agenda includes a nationally televised interactive "Satellite Town Meeting" on April 13 to discuss different ways to improve learning opportunities for youth, followed by a showcase on April 14 of successful program models and tools for mounting a private sector jobs campaign.

Among those expected to attend are governors, mayors and other local elected officials; business and education leaders; job training experts; and local representatives from Chapter 1 and Head Start. Each mayor has been asked to bring a "business representative" from his or her community to reinforce the public/private nature of the program.

For additional information about the conference, please contact Rita Bureika or Margaret George at the National Alliance of Business: 1/800/787-2899.