

## HENRICO COUNTY PUBLIC SCHOOLS



**Dr. Patrick C. Kinlaw**  
Superintendent of Schools

**Mr. Mac R. Beaton**  
Director of Career and Technical Education

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Educational Specialist



# EDUCATION FOR EMPLOYMENT

**AN ALTERNATIVE PROGRAM AREA OF  
CAREER AND TECHNICAL EDUCATION**

## *What is EFE?*

EFE is a 36-week elective program that is designed to help the student who is capable of a higher level of success prepare himself/herself for employment. This program helps students develop goals, clarify values, enhance human relationship skills, and prepare for careers. On-campus paid work experience (part-time) is an optional part of the program.

## *Mission Statement*

The EFE program promotes

- ✓ cooperation among students, parents, school and the community
- ✓ positive attitudes
- ✓ opportunities for enhancing self-concept and interpersonal relationships
- ✓ personal integrity
- ✓ school as a valuable experience
- ✓ a work study component.

## *Instruction*

Classroom instruction centers around developing goals, clarifying values, enhancing human relationship skills, and preparing for careers.

Units in the curriculum include orientation, employment skills, basic living skills, and career/decision-making skills. Other experiences include field trips, guest speakers, role-playing, demonstrations, and projects.

## *On-Campus Experience*

A paid work experience is optional in EFE. The student may choose to work part-time on campus during regular school hours. Examples of jobs available for EFE students include teacher's aide, library aide, office aide, cafeteria worker, physical education aide, lab assistant, and building and grounds worker. Minimum competencies centered around a positive attitude and a demonstrated desire to succeed in the total school program are prerequisites for job placement.

*For additional information, please write or call the EFE Teacher/Coordinator:*

**Quioccasin Middle School**  
9400 Quioccasin Road  
Henrico, Virginia 23238  
750-2630

## **Education for Employment**

This course introduces students to the concept of work and the process of making informed career and continuing education choices. These choices are required to successfully transition to the workplace. Students are taught ethical behaviors and career-research, job-acquisition, workplace-communication, self-awareness, self-advocacy, customer-service, and life skills.

### **REQUIREMENTS to be selected for an interview:**

- Must be entering the 8<sup>th</sup> Grade in September 2018
- Must turn 14 years old by February 2019
- Must maintain an average of "C" or higher
- Must have a social security number and be legally authorized to work in the U.S. (must be able to provide documentation)
- Must have a bank account
- Must have parent permission
- Have a completed job application (with a teacher recommendation)

If you meet these requirements, please complete the attached application and return to Mrs. Buck in room D-23 by Monday, February 19, 2018.

If you are selected for an interview, you will be contacted via Schoology message with details about the interview process by Friday, February 23, 2018.

2017-18 Education for Employment Application

First and Last Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Date of Birth (Month/Day/Year): \_\_\_\_\_

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**First Semester Grades in All Subjects (Find in POWERSCHOOL):**

<u>Subject</u>	<u>Grade</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

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List three characteristics you feel are important to be a good employee.

1.) \_\_\_\_\_

2.) \_\_\_\_\_

3.) \_\_\_\_\_

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Why do you want to be in Education for Employment? (Continue on the back if more space is needed)

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**Please also include a teacher recommendation.**