

BOARD OF TRUSTEES AGENDA

<input type="checkbox"/> Workshop	<input type="checkbox"/> Regular	<input type="checkbox"/> Special
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- (A) ☐ Report Only ☐ Recognition

Presenter(s):

Briefly describe the subject of the report or recognition presentation.

- (B) ☐ Action Item

Presenter(s): MR. SAMUEL MIJARES, SUPERINTENDENT OF SCHOOLS

Briefly describe the action required.

CONSIDER AND TAKE APPROPRIATE ACTION ON THE REQUEST TO APPROVE A MEMORANDUM OF UNDERSTANDING BETWEEN THE WORKFORCE SOLUTIONS MIDDLE RIO GRANDE BOARD AND EAGLE PASS INDEPENDENT SCHOOL DISTRICT.

- (C) **Funding source: Identify the source of funds if any are required.**

- (D) **Clarification: Explain any question or issues that might be raised regarding this item.**

**Memorandum of Understanding between
Workforce Solutions Middle Rio Grande Board and Eagle Pass
Independent School District
Texas Education Outreach Program**

This agreement is made and entered into between Eagle Pass Independent School District (District) and Workforce Solutions Middle Rio Grande Board (Board).

The Board offers labor market and employment information about in-demand industry sectors or occupations available in the Middle Rio Grande region, such as employability skills, career awareness, career counseling, and career exploration services. Career awareness activities include providing information on a variety of careers and occupations available, their skill and education requirements, working conditions and training prerequisites, and job opportunities across a wide range of industry sectors.

Whereas the parties intend by this agreement to set forth the terms and conditions of a Education Outreach program in the DISTRICT in order to provide career guidance and information to assigned public middle school and high school students, especially regarding High Growth High Demand Occupations; expose, educate, and engage students in employability skills, career development and career decision-making; promote opportunities such as dual credit, industry-based certifications, internships; and facilitate post-secondary enrollment which enhances a student's career pathway. Therefore, in consideration of the foregoing and the mutual promises set forth herein, the BOARD and the DISTRICT agree as follows:

I. RESPONSIBILITIES OF BOARD

- a. The BOARD, after consultation with appropriate representatives of the DISTRICT, will provide an outline of work and objectives for the Education Outreach Program.
- b. The BOARD will provide qualified, trained specialists to collaborate with the DISTRICT on designated campuses with students, counselors, teachers, and administrators.
- c. The BOARD staff will be available to assist in classroom presentations, teacher professional development or one on one meetings with students that need career guidance.
- d. The BOARD staff will engage in opportunities to establish partnerships and connect with industry and post-secondary training providers,

especially those leading into High Growth High Demand Occupation areas for the DISTRICT.

- e. The BOARD will establish strong working relationships with employers and invite them to connect to the classroom through classroom presentations or encourage them to offer industry tours, job shadowing opportunities, internship/apprenticeship opportunities, etc. at their place of business.
- f. The BOARD will serve as a primary resource to the DISTRICT for essential skills assessment and labor market information to include High Growth High Demand Occupations at the county, region, and state levels.
- g. The BOARD staff will support and participate in activities such as job fairs, career days and professional development for campus staff.
- h. The BOARD will provide a schedule of days, times and campuses that are being served to the DISTRICT and campus administrators.
- i. The BOARD will ensure that its staff follows all DISTRICT policies regarding dress codes and campus policies.

II. RESPONSIBILITIES OF DISTRICT

- a. The DISTRICT will provide office space for one specialist, while the SOAR Outreach Specialists is working with the DISTRICT.
- b. The DISTRICT will provide the appropriate credentials providing access to facilities.
- c. The DISTRICT will provide access to students and staff to help communicate the benefits of the program and the ability to engage students.
- d. The DISTRICT reserves the right, exercisable in its discretion after consultation with BOARD to exclude any staff from its campuses in the event that such staff's conduct is deemed objectionable or detrimental to the proper administration of the DISTRICT, subject to the non-discrimination clause of this agreement.
- e. The DISTRICT will keep BOARD informed of any policy changes which may affect the BOARD Education Outreach Program (SOAR) or its staff.
- f. The DISTRICT agrees to provide reasonable cooperation to help ensure the success of the BOARD Career and Education Outreach Program.
- g. The DISTRICT will provide a point of contact for all campuses the Outreach Specialists shall be working with.

III. TERMS AND TERMINATION

- a. This agreement is for a term of two (2) years beginning on November 21, 2022, through November 20, 2024, and may be renewed by mutual consent of the parties for additional terms of two (2) years indefinitely.
- b. This agreement may be terminated for any reason by either party upon thirty (30) days written notice. Further, in the event of any breach, violation of law or regulations, or the occurrence or existence of any condition, practice, procedures, action, inaction or omission of, by or involving the BOARD staff which in the reasonable opinion of the DISTRICT constitutes either a threat to the health, safety and welfare of any student or DISTRICT employee, or a violation of any law, regulation, requirement, license, eligibility, or material agreement governing the DISTRICT'S operations, then the DISTRICT shall have the right to summarily and immediately terminate this Agreement upon written notice to the BOARD delivered to the address set forth herein.
- c. Notice of termination to BOARD shall be directed to:

Ms. Elizabeth Sifuentes, Executive Director
Workforce Solutions Middle Rio Grande Board
216 W. Main Street, Suite B
Uvalde, TX 78801 (830) 591-0141

IV. LIABILITY

- a. The BOARD agrees to indemnify, defend and hold the DISTRICT, its agents, officers, members, employees and volunteers harmless for, from and against any and all claims, damages, losses, causes of action, and demands, or other liability including, without limitation, reasonable attorney's fees and costs, arising from negligence and/or misconduct of BOARD in the performance of this Agreement, except where caused by the sole negligence or willful misconduct of the DISTRICT.
- b. The BOARD agrees to be responsible for any and all claims and liability for injury to persons or property arising out of or caused by the negligence of its agents, employees or officers in the performance of the duties and obligations contemplated in this agreement.
- c. The BOARD shall provide its usual Worker's Compensation Insurance or covering employees of BOARD. Said insurance policies shall provide that they are not cancellable and/or modifiable on less than thirty (30) days prior written notice to the DISTRICT.

V. NON-DISCRIMINATION

Each party shall be separately responsible for compliance with all anti-discrimination laws which may be applicable to their respective activities under this Agreement. Neither party shall discriminate against any student in the program on the basis of race, national origin, color, religious belief, sex, age, marital status, affectional or associational preference or disability.

VI. CONSIDERATION

- a. Under the terms of this agreement, neither party is obligated to make payments of any kind to either party.
- b. Services rendered by BOARD covered under this Agreement are considered to be educational in nature, and therefore, no monetary compensation shall be paid to BOARD staff by the DISTRICT. Nothing in the execution or performance of this Agreement shall be construed to establish an employee-employer, an agency, a partnership or a joint venture relationship among the BOARD and the DISTRICT.

VII. GOVERNING LAW

This agreement shall be governed and construed under the laws of the State of Texas.

VIII. ENTIRE AGREEMENT

This Agreement constitutes the entire understanding between the parties with respect to the subject matter hereof and supersedes any and all prior understandings and agreements, oral or written, relating thereto. Any amendment hereof must be made in writing and agreed to by all parties.

IN WITNESS THEREOF, the authorized representatives of the parties hereto have executed this agreement.

Elizabeth Sifuentes, Executive Director
Workforce Solutions Middel Rio Grande Board

Date

Samuel Mijares, Superintendent
Eagle Pass Independent School District

Date

Fwd: Workforce Career and Education Outreach Specialist - Co-Located at Eagle Pass I.S.D.

1 message

SAMUEL MIJARES <samijares@eaglepassisd.net>
To: HILDA MAURICIO <hmauricio@eaglepassisd.net>

Mon, Nov 28, 2022 at 9:58 AM

----- Forwarded message -----

From: **Betty Sifuentes** <betty.sifuentes@wfsmrg.org>

Date: Wed, Nov 16, 2022 at 2:23 PM

Subject: Workforce Career and Education Outreach Specialist - Co-Located at Eagle Pass I.S.D.

To: samijares@eaglepassisd.net <samijares@eaglepassisd.net>

Cc: katdmartinez@yahoo.com <katdmartinez@yahoo.com>, Anna Nandin <anna.nandin@wfsmrg.org>, Rosie Lozano <rosalind.lozano@wfsmrg.org>, Marisa Cervantes <marisa.cervantes1@wfsmrg.org>, Gonzales, Monica A <monica.gonzales@twc.state.tx.us>, Karina M. M. Salas <karina.salas@mrgdc.org>, Nick Gallegos <nick.gallegos@mrgdc.org>, Mario Morales <mario.morales@wfsmrg.org>

Good afternoon Superintendent. Mijares:

This email provides you background on the new initiative of the Workforce Solutions Middle Rio Grande Board (WFSMRGB) to provide services to youth at the Eagle Pass Independent School District. Please call me at 830-591-0141 to schedule a telephone conference to discuss the Memorandum of Understanding (MOU) that describes the proposed co-location of our new Workforce Career and Education Outreach Specialist Katrina Garcia hired on November 14, 2022. The identified co-location can be a campus where you have space and connectivity, telephone access, and from where our specialists could travel to surrounding school districts periodically.

I am sending you several documents that I hope will establish a new relationship with your schools at grades 6-12 with youth between the ages of 14 to 22 enrolled in secondary or postsecondary education. This includes coordination with our Student HireAbility Navigator Anna Nandin and Vocational Rehabilitation Counselor/School Transition Monica Gonzales working with your 504 and Special Needs students. These documents include:

1. Memorandum of Understanding (MOU) between Eagle Pass I.S.D. and the WFSMRGB.
2. Texas Workforce Commission WD 05-21, Change 3, Workforce Career and Education Outreach Specialists Program - Update (Provides history and background and the proposed letter of agreement (MOU) and the embedding of the specialists within the school districts in the Middle Rio Grande region consisting of nine (9) counties and fifteen (15) school districts.)
3. Job Description of Career and Education Outreach Specialist (SOAR).
4. Resume for Katrina Danielle Garcia, Eagle Pass I.S.D. as base headquarters with travel to other adjacent school districts on a scheduled basis.

I look forward to establishing this program within the Eagle Pass I.S.D and enriching the availability of services through the workforce center staff at the Eagle Pass Workforce Center, 1200 Ferry Street. Ms. Garcia can be reached there now at 830-757-6128.

Please call me at 830-486-7500 or on my cell number 830-206-4339 to go over any questions you might have about this new youth program.

Elizabeth "Betty" Sifuentes

Executive Director

Workforce Solutions Middle Rio Grande Board

**P. O. Box 760
216 W. Main St., STE A
Uvalde, Texas 78802
(830) 486-7500 (direct office)
(830)591-0141 Executive Administrative Assistant
(830) 206-4339 (Cell)
(830) 591-2812 (Fax)
betty.sifuentes@wfsmrg.org
www.wfsmrg.org**



Equal Opportunity Employer/Program

Auxiliary aids and services are available upon request to individuals with disabilities.

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Workforce Solutions Middle Rio Grande is an Equal Opportunity Employer / Program. Auxiliary aids and services are available upon request to individuals with disabilities. Relay Texas: 711/TDD: 1-800-735-2989/Voice: 1-800-735-2988

Samuel Mijares, Superintendent of Schools
587 Madison
Eagle Pass, TX 78852
samijares@eaglepassisd.net

4 attachments



05-21-ch3-twc.pdf
176K



JD WORKFORCE SOLUTIONS EDUCATION SPECIALISTS 11-16-22.pdf
167K



Katrina Garcia Resume.pdf

104K



Education Outreach Agreement with Eagle Pass ISD 11-16-22 es.docx

27K

KATRINA DANIELLE GARCIA

Eagle Pass TX, 78852 * (830) 965-6417 * katdmartinez@yahoo.com

SUMMARY OF QUALIFICATIONS

- Trilingual: Proficient in English and American Sign-Language and Beginner in Spanish
- Confident public speaker, quick learner, organized, and result driven
- Proficient in Microsoft Office (Word, Excel, and PowerPoint)

EDUCATION

The University of Texas at San Antonio

Bachelor of Science in Public Health

Concentration in Epidemiology and Disease Control

Graduation: May 2019

GPA: 3.86

Magna Cum Laude

Bachelor of Arts in Sociology

UT Health San Antonio

Doctor of Physical Therapy

Completed 40+ hours of doctorate level science courses

Attended: August 2019 – October 2020

Sul Ross State University

Master of Education

Graduation: May 2022

GPA: 4.0

EXPERIENCE

South Texas Rural Health Services, Cotulla, TX – Case Manager

June 2015 – August 2017

- Encourage patients to express their feelings by using counseling techniques and therapeutic approaches
- Encouraged patients to develop insight into themselves or relationships
- Assessed patients for risk of suicide attempts
- Referred patients to resources or specialists

University of Texas GeoFORCE – Academic Mentor

May 2019 – August 2019

- Facilitates and creates lesson plans for daily activities
- Organizes and leads various small and large group activities
- Organizes and facilitates study sessions to prepare students for exams
- Reads and analyzes student research projects
- Gives feedback to students
- Administers and grades tests, quizzes, and summary essays

ORGANIZATIONS AND LEADERSHIP

National Society of Collegiate Scholars

August 2016 – May 2019

President (August 2018 – May 2019)

- Lead 150 plus members in leadership by maintaining our values of scholarship, leadership, and service
- Directed and supervised officers and activities of the organization
- Act as liaison between the university and chapter
- Organize bi-weekly meetings for active members

STAR STATUS Coordinator (August 2017 – May 2018)

- Maintained record of all general meetings, officer meetings, service events, social events, and ceremonies
- Planned and executed the end of the year Regalia Ceremony

- Sent out weekly emails to members to remind members of upcoming meetings and events

Phi Sigma Pi Honor Fraternity

Historian (August 2018 – May 2019)

- Maintain a record of the chapter's activities and accomplishments
- Organize a yearbook to tell the chapter's story for the year
- Recognize brother's Birthdays' at the weekly meetings

Honor's Alliance at the University of Texas at San Antonio

Active Member (January 2018 – May 2019)

President's Table Member (August 2018 – May 2019)

AWARDS AND HONORS

-
- | | |
|---|------------------------|
| • The University of Texas at San Antonio Magna Cum Laude Honors | 2019 |
| • The University of Texas at San Antonio President's List | 2016, 2017, 2018, 2019 |
| • Gate's Millennium Scholarship | 2015 – Present |
| • GeoFORCE Scholarship | 2015 – 2019 |

WORKFORCE SOLUTIONS MIDDLE RIO GRANDE WORKFORCE BOARD
Job Description

JOB TITLE: Education Outreach Specialist

PAY GRADE: \$45,000 - Commensurate with Experience

IMMEDIATE SUPERVISOR: Executive Director of Workforce Board

GENERAL DESCRIPTION:

Under general supervision, provide career guidance and information to assigned public middle school and high school students, grades 8-12, especially regarding High Growth High Demand Occupations. Expose, Educate, and Engage students in career development and career decision-making. Promote opportunities such as dual credit, Industry Based Certifications, internships, and post-secondary enrollment which enhance a student's career pathway. This is a very responsible position with independent decision-making authority for the Workforce Career and Education Outreach Program. This position must collaborate with the Workforce Solutions Middle Rio Grande Board and MRGDC One-Stop Contractor to successfully execute the Program.

EXAMPLES OF WORK PERFORMED

- Work in the assigned school district(s), who have agreed to partner in the program, to provide career information, career awareness, and career resources to students in grades 6-12, their parents/guardians, and district staff.
- Serve as a primary resource to the assigned school district(s) for labor market information, to include High Growth High Demand Occupations at the county, region, and state levels.
- Serve as a primary resource to the assigned school district(s) for available career-related tools and resources.
- Engage assigned school district(s) in opportunities to establish partnerships and connect with industry and post-secondary training providers, especially those leading into High Growth High Demand Occupation areas.
- Establish strong working relationships with employers and invite them to connect to the classroom through classroom presentations, or encourage them to offer industry tours, job shadowing opportunities, internship/apprenticeship opportunities, etc. at their place of business.
- Support activities such as state-wide initiatives, local job fairs, and special events, and serve on the planning committee for large regional youth career event

JD: Education Outreach Specialist
September 2022

WORKFORCE SOLUTIONS MIDDLE RIO GRANDE WORKFORCE BOARD

Job Description

- Coordinate with Student HireAbility Navigator in providing career services to students with disabilities.
- Travel is required within the region and limited overnight travel may be required to attend regional, state, or national conferences, workshops, meetings, or training.
- Other responsibilities, may be assigned.
- Present to 8-12 grade students in the classroom on topics such as career development, career awareness, soft skills, high growth high demand occupations, and education and training opportunities.
- Meet individually with students in grades 6-12 and/or their parents to discuss career plans.
- Host a "Parent Night" for parents/guardians of students in grades 6-12 to learn about career and training opportunities available to students.
- Engage and train district staff members on using career tools and resources.
- Connect District staff to Community and/or Technical College Advisory Committee
- Other duties as assigned for the objectives of working with youth.

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Experience in education or program development work. Should have a degree from an accredited four-year college or university. Degree in education or closely related field strongly preferred. Prefer at least two years of experience in education, youth training or workforce development programs. Experience and education may be a substitute for one another.

Knowledge, Skills, and Abilities

Ability to work independently and cooperatively; must have excellent organizational, customer service skills. Ability to establish and maintain effective working relationships with secondary and post-secondary education and training providers, local employers and youth. Should be knowledgeable of classroom management strategies and demonstrate the ability to develop interactive classroom presentations. Must be a skilled and effective oral and written communicator with demonstrated ability to work with diverse populations, especially youth. Should be proficient in a variety of computer software applications and research (Windows, Microsoft Office Suite Programs, etc.). Strongly prefer an individual with direct experience working with youth in a leadership role.

Registration, Certification, or Licensure

Valid Texas motor vehicle operator's license.

JD: Education Outreach Specialist
September 2022

WORKFORCE SOLUTIONS MIDDLE RIO GRANDE WORKFORCE BOARD
Job Description

Signature

Date

JD: Education Outreach Specialist
September 2022

TEXAS WORKFORCE COMMISSION
Workforce Development Letter

ID/No:	WD 05-21, Change 3
Date:	August 29, 2022
Keyword:	TANF/Choices; WIOA
Effective:	Immediately

To: Local Workforce Development Board Executive Directors
Commission Executive Offices
Integrated Service Area Managers



From: Courtney Arbour, Director, Workforce Development Division

Subject: **Workforce Career and Education Outreach Specialists Program—Update**

PURPOSE:

The purpose of this WD Letter is to provide Local Workforce Development Boards (Boards) with updated guidance on the Workforce Career and Education Outreach Specialists program, including the following:

- Funding and expenditure reporting
- Board responsibilities
- Reporting tool
- Workforce Career and Education Outreach Specialists' basic duties
- Removing the annual work plan (Attachment 2, Annual Work Plan)

RESCISSIONS:

WD Letter 05-21, Change 2

BACKGROUND:

In July 2018, the Texas Workforce Commission's (TWC) three-member Commission approved the Workforce Career and Technical Education Outreach Specialist Pilot Program using Temporary Assistance for Needy Families (TANF) statewide reserve funds. This two-year initiative was designed to provide Texas students with information about educational opportunities, local labor market demand, career information, and available workforce services to help them make sound career decisions after graduation.

Outreach of this kind had been taking place at the state level, led by a small education outreach team in TWC's Outreach and Employer Initiatives Division. This team helped onboard and train the local Workforce Career and Education Outreach Specialists and their team leads.

By the end of the first year of the pilot grant award, Workforce Career and Education Outreach Specialists conducted 4,859 presentations for Texas students and provided

1,591 partner/teacher presentations. These efforts resulted in 223,086 students attending a career event, and, of those students, 122,552 received hands-on career engagement. In the second year, the Workforce Career and Education Outreach Specialists also diversified their scope by providing virtual presentations, career fairs, and other virtual services.

The two-year Workforce Career and Technical Education Outreach Specialist Pilot Program ended in August 2021. Currently, TWC does not anticipate issuing any additional competitive funding for these activities. However, due to the success of the program, TWC is publishing this WD Letter to inform Boards about how to implement and operate a Workforce Career and Education Outreach Specialists program and expand the reach of the program beyond public schools to include additional audiences such as charter schools, private schools, the Windham School District, foster youth transition centers, and group homes.

PROCEDURES:

No Local Flexibility (NLF): This rating indicates that Boards must comply with the federal and state laws, rules, policies, and required procedures set forth in this WD Letter and have no local flexibility in determining whether and/or how to comply. All information with an NLF rating is indicated by “must” or “shall.”

Local Flexibility (LF): This rating indicates that Boards have local flexibility in determining whether and/or how to implement guidance or recommended practices set forth in this WD Letter. All information with an LF rating is indicated by “may” or “recommend.”

LF: Subject to the requirements in this WD Letter, Boards may establish a Workforce Career and Education Outreach Specialists program to hire Workforce Career and Education Outreach Specialists to provide career guidance, career preparation, and workforce information regarding:

- local in-demand industry sectors and occupations;
- opportunities and training in middle-skill jobs;
- pre-apprenticeship and Registered Apprenticeship Programs (RAPs);
- internships;
- technical and/or community colleges; and
- career-readiness preparation services.

Funding

LF: Beginning October 1, 2022, for Board Contract Year (BCY) 2023 funding, Boards may use a mix of available programs to fund Workforce Career and Education Outreach Specialist activities, as allowable. Programs under which all or some of the activities may be allowable include, but are not limited to, the TANF Choices program and WIOA Title I programs.

NLF: Before hiring outreach staff, Boards must email the TWC Education Outreach program at outreach.specialist@twc.texas.gov to coordinate appropriate onboard training and provide contact information for the Board staff members who will be managing data for the program.

NLF: Boards must ensure that costs charged to a particular program for Workforce Career and Education Outreach Specialist activity are necessary and reasonable as well as allocable to and allowable in accordance with applicable cost principles and program rules. Costs must also conform to the terms and conditions of the respective program's grant award. Activities jointly benefiting two or more programs must be charged to the benefiting programs in accordance with the relative benefit received.

LF: Boards that hire Workforce Career and Education Outreach Specialists may use Board staff members to fill this role or grant a subaward to or contract with another entity to perform the activity.

NLF: Beginning October 1, 2022, for BCY'23 grants, Boards will no longer report the programmatic expenditures for this activity in the Cash Draw and Expenditure Reporting (CDER) system. However, TWC may request ad hoc reports of expenditure data for this activity, and Boards must be able to provide that data if requested. Expenditures that may be included in ad hoc requests are as follows:

- Salary or wages and benefits for one or more Workforce Career and Education Outreach Specialists and other program staff members who support the activity (for example, supervisors)
- Direct in-state travel costs
- Direct outreach and associated printing costs
- Direct communication costs, if any
- The purchase of additional computing devices and related direct costs necessary to carry out this activity, such as the purchase of additional laptops or Wi-Fi hotspots
- Costs associated with in-state events and site visits held or conducted to carry out this activity
- Other direct costs to carry out the program, including, but not limited to, direct costs for office supplies and necessary and reasonable furniture

Board Responsibilities

NLF: Boards must ensure that the Workforce Career and Education Outreach Specialists program model includes:

- providing information on opportunities and training requirements for in-demand industry sectors and making well-informed postsecondary decisions using TWC resources and other existing tools, including:
 - Texas Reality Check;
 - Texas Career Check;
 - Texas Consumer Resource for Education and Workforce Statistics (Texas CREWS);
 - Texas OnCourse;
 - Texas Internship Challenge;
 - AutoCoder;
 - Texas Skills to Work; and
 - Jobs Y'all;

- organizing training workshops on using TWC resources, such as the LMI website, for employment and education;
- coordinating with independent school districts (ISDs) to ensure that needed background checks are conducted before employees work in the school;
- exposing individuals to a variety of career pathways, including pre-apprenticeship and RAPs, technical and/or community colleges, and employment, through presentations, TWC tools, job fairs, and site visits;
- coordinating with local and state workforce services, employers, and educational institutions to build pathways into pre-apprenticeship and RAPs and encourage local employers to offer pre-apprenticeship and RAPs;
- providing career support workshops for students, parents, and guardians;
- fostering employer–ISD collaboration and encouraging employers to provide internship opportunities and serve as mentors;
- encouraging partnerships between ISDs and technical and/or community colleges;
- collaborating on annual workshops with subject matter experts within TWC, local business and industry leaders, chambers of commerce, and technical and/or community colleges to build a network of partnerships among local organizations and support local delivery of integrated career and education services;
- organizing job exploration and career fairs; and
- attending monthly and annual trainings provided by TWC staff to all Workforce Career and Education Outreach Specialists.

NLF: Boards must ensure that formal letters of agreement are developed with ISDs and any other partners (for example, community colleges and educational service centers). These entities must maintain those letters in their records to be available upon request during TWC on-site reviews or visits.

NLF: Boards must ensure that these letters of agreement include, at a minimum:

- a point of contact at the ISD, the Board, and all schools with whom the Workforce Career and Education Outreach Specialists will be working;
- a description of the process that the Workforce Career and Education Outreach Specialists and the schools and/or ISDs will use to amend the on-site schedule for the Workforce Career and Education Outreach Specialists;
- an assurance that the Workforce Career and Education Outreach Specialists will serve solely in the roles listed in this WD Letter (that is, the Workforce Career and Education Outreach Specialists will not be expected to serve in other roles such as substitute teacher or testing facilitator);
- an assurance that the Workforce Career and Education Outreach Specialists will be required to adhere to a partnering ISD’s policies and procedures; and
- information on how the Workforce Career and Education Outreach Specialists may outreach students, including distributing flyers, handouts, and announcements and outreach to parents.

NLF: Boards must ensure that there is coordination with the TWC Education Outreach program staff to onboard Workforce Career and Education Outreach Specialists, who will then be

trained on all TWC and non-TWC resources used for career and postsecondary education exploration.

NLF: Boards must ensure participation in monthly meetings (either virtually or in person) with TWC's Workforce Development Division and TWC Education Outreach program staff.

LF: Boards may use software, tools, or resources such as SurveyMonkey, Google forms, Microsoft forms, or email to conduct the survey.

Workforce Career and Education Outreach Specialists' Basic Duties

LF: Boards may allow Workforce Career and Education Outreach Specialists to travel within the local workforce development area (workforce area) with limited overnight travel to attend regional or state conferences, workshops, meetings, or trainings.

NLF: Boards must be aware that Workforce Career and Education Outreach Specialists may:

- coordinate with any TWC program personnel to ensure the appropriate coordination of resources: for example, with the Vocational Rehabilitation regional Student HireAbility Navigators, whose primary role and responsibility is the system planning, coordination, and promotion of Pre-Employment Transition Services (Pre-ETS) for students with disabilities within their workforce area who are age 14 to 22 and are enrolled in secondary or postsecondary education;
- work in coordination with school counselors and administrators;
- maximize availability to students through a published schedule that includes virtual and on-site office hours for each location and structured meeting times for students;
- conduct an orientation for school staff at each participating school to explain the Workforce Career and Education Outreach Specialist's role and the resources to be provided;
- develop a multifaceted communication and support service model for connecting professional development services with students, including, but not limited to:
 - on-site and virtual visits;
 - strategic planning meetings;
 - mentoring; and
 - phone and text communications (if allowed by the ISD);
- become familiar with TWC programs such as Adult Education and Literacy, Vocational Rehabilitation, Foster Youth, Career Signing Day, and Apprenticeship; and
- do the following:
 - Provide classroom presentations, virtually or on-site, in the assigned ISDs that have agreed to partner in the program to provide career information, career awareness, career readiness, and career resources to students in grades 6–12, their parents or guardians, and district staff
 - Serve as a primary resource to the assigned ISDs for labor market information, including in-demand industry sectors and occupations at the county, region, and state levels

- Engage assigned ISDs by offering opportunities to establish partnerships and connect with industry and postsecondary training providers, especially those leading into in-demand industry sectors and occupations
- Engage and train district staff members on using career tools and resources
- Develop and maintain community partnerships with businesses, educational organizations, and community stakeholders that align with current and future Texas Workforce Solutions projects and initiatives
- Foster employer–ISD collaboration and encourage employers to provide internship opportunities and serve as mentors
- Establish strong working relationships with employers and invite them to connect with the classroom through classroom presentations or encourage them to offer industry tours, job-shadowing opportunities, internship or apprenticeship opportunities, and so forth, at their place of business
- Support other activities such as statewide initiatives, local job fairs, and special events

Workforce Career and Education Outreach Specialists’ Experience, Education, and Other Requirements

LF: Boards may use the following preferred experience, education, and other requirements to develop the job description for the Workforce Career and Education Outreach Specialists or may modify these to meet their needs:

- A bachelor’s degree in human services, business, education, or a related field from an accredited four-year college or university (One year of qualifying experience may be substituted for each year (30 semester hours) of college, up to a maximum of two years.)
- Experience in workforce development or Career and Technical Education (CTE), preferably in gathering and reporting outcomes
- ISD experience as a teacher or counselor working with at-risk middle or high school populations
- A valid driver’s license and access to reliable transportation (Local, in-state, and out-of-state travel is required.)

Other Reporting Requirements

NLF: Boards must submit to TWC:

- quarterly performance reports (see Attachment 1, Workforce Career and Education Outreach Specialists Reporting Spreadsheet—Updated); and
- ad hoc reports, as requested

INQUIRIES:

Send inquiries regarding this WD Letter to wfpolicy.clarifications@twc.texas.gov.

ATTACHMENTS:

Attachment 1: Workforce Career and Education Outreach Specialists Reporting Spreadsheet—Updated

Attachment 2: Revisions to WD 05-21, Change 2, Shown in Track Changes

REFERENCES:

Code of Federal Regulations, Title 2, Part 200

TWC Request for Applications 32019-00049, issued November 9, 2018