

Appendix A

WORK PROCESS SCHEDULE ASSOCIATE TEACHER

O*NET-SOC CODE: 25-9042.00 **RAPIDS CODE:** 0657CB

This schedule is attached to and a part of these Standards for the above identified occupation.

1. APPRENTICESHIP APPROACH

☐ Time-based ☒ Competency-based Hybrid

2. TERM OF APPRENTICESHIP

The term of the **Associate Teacher** is **Competency Based** supplemented by the minimum required 144 hours of related training instruction per year.

3. RATIO OF APPRENTICES TO JOURNEYWORKERS

The apprentice to journeyworker ratio is: 5 Apprentice(s) to 1 Journeyworker(s).

4. APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages based on either a percentage or a dollar amount of the current hourly journeyworker wage rate, which is: \$**17.82**/per hour.

Period	Wage (Hourly)	Description
1	16.00	6 months + hours
2	16.50	6 months + hours
3	17.00	6 months + hours
4	17.50	6 months + hours

5. PROBATIONARY PERIOD

Every applicant selected for apprenticeship will serve a probationary period of **1000** Hours.

6. SELECTION PROCEDURES

Applicants will be selected by individual participating employer sponsors using selection method #4 as outlined in the California Code of Regulations, Title 8, Chapter 2, Part 1, Section 215, Chapter 6, from a pool of eligible created during the established recruiting process in accordance with the State and Federal Equal Opportunity regulations.

1. Minimum age of all applicants shall be 16 years. There is no maximum age.
2. Educational prerequisite for entry: (1) High school diploma or GED/equivalent or (2) In school, working towards a High School Diploma.
3. Physical prerequisites: Applicant must have the ability to safely perform the work of the trade/occupation. Physical examination required for entry is at no cost to the applicant and the physical exam will be defined by the individual employer sponsor.
4. Interested applicants will have an opportunity to attend an orientation and enroll in the program.

Applicants will follow the directives of individual employer partners through job application, interview, and pre-screening:

- Drug screening prior to employment, as well as random drug screening throughout the apprenticeship program, may be required for selection and/or continued participation/employment.
- General aptitude or other skills test may be required, and it shall be defined by the individual employer sponsor and administered by the employer sponsor or its delegated agent.
- Oral interview is per employer sponsor's individual selection procedures with selection documentation to be on file with the program director/coordinator.

WORK PROCESS SCHEDULE ASSOCIATE TEACHER

O*NET-SOC CODE: 25-9042.00 RAPIDS CODE: 0657CB

Associate Teacher			
Job Description: Assist a preschool, elementary, middle, or secondary school teacher with instructional duties. Serve in a position for which a teacher has primary responsibility for the design and implementation of educational programs and services. This apprenticeship occupation will prepare individuals to enter into an Associate Teacher position.			
RAPIDS Code: 0657CB		O*NET Code: 25-9042.00	
Estimated Program Length: 12-24 Months			
Apprenticeship Type: <input checked="" type="checkbox"/> Competency-Based <input type="checkbox"/> Time-Based <input type="checkbox"/> Hybrid			

Suggested On-the-Job Learning Outline

Work Processes and Skills		
Competencies	Date Completed	Initial
1. Gain an understanding of hands-on development interactions and foster supportive relationships with all learners in your care.		
2. Interact with families in ways that encourage their involvement.		
3. Engage in practices that demonstrate respect for differences and similarities.		
4. Aid in building a classroom culture of belonging and assist learners in the development of empathy.		
5. Acknowledge learner's efforts, encourages positive interactions, and recognize success to build each learner's sense of self.		
6. Assist with documenting meaningful observation and assessment data to support student's learning and developmental goals.		
7. Follows policies designed to create a sense of belonging and support full participation of learners and/or adults with disabilities, dual-language needs, or any other special needs.		
8. Follows guidance to support all learner's active participation in learning opportunities through use of easily adaptable materials, strategies, and techniques.		
9. Listen to learner's interests and questions and assist in the design of activities and/or projects based on those interests.		
10. Adhere to health and safety policies and practices while supervising learners in indoor and outdoor settings.		
11. Arrives at work on time each day and is prepared to engage with learners, families, staff, and colleagues in a professional manner.		
12. Discuss assigned duties with classroom teachers to coordinate instructional efforts.		
13. Account for learners' developmental stages when organizing and utilizing materials.		
14. Organize and supervise games and other recreational activities to promote physical, mental, and social development.		
15. Present subject matter to learners under the direction and guidance of teachers, using discussions, supervised role-playing methods, or by reading aloud.		
16. Assist learners individually or in small groups to reinforce learning concepts presented by teachers.		
17. Assist with cognitive development strategies to progress behavioral growth.		
18. Maintain consistent activity and positive learner engagement.		

RELATED INSTRUCTION OUTLINE ASSOCIATE TEACHER

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Through consultation with the Apprenticeship Committee and the indenturing employer, apprentices will select an applicable program of study/course track and complete a minimum of 144 hours of related instruction per year of apprenticeship.

Courses will be approved by the Apprenticeship Committee and made available to applicable apprentices by approved education providers/institutions. Apprentices will enroll in, and complete, the required coursework that satisfies the minimum requirements of the program. Prior applicable education and training will be credited towards completion of related education requirements and apprentices will be offered tracks advancing their technical aptitude in the profession.

The following related training outline identifies the courses that are currently identified as suggested course work for this occupation:

Provider	
Name: Norco College	
Address: 2001 Third St, Norco, CA 92860	
Email: ashley.etchison@norcocollege.edu	Phone Number: 951-233-2490
Suggested Related Instruction Hours: 216	

Suggested Related Instruction Outline

Name	Hours
Child Growth & Development	54
Introduction to Curriculum	54
Principles & Practices of Teaching Young Children	54
Child, Family & Community	54
Total Hours	216

Custom Instruction as Assigned	Hours
Special Education Training	16



Appendix A = Work Process Schedule and Related Instruction Outline by LAUNCH Apprenticeship Network, Department of Labor (DOL) – Apprenticeship Building America (ABA) Grant, FoundationCCC is licensed under CC BY 4.0.

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