



**INTEGRATED EDUCATION AND TRAINING PLANNING TOOL**

Name of Adult Education Region or Provider	County/City	Occupation with NAICS Code	Recognized Postsecondary Credential(s)	Training Provider
16 - Rappahannock Area Regional Adult Education (RARAE)	Spotsylvania County	25 - Educational Support	Paraprofessional Credential- (PRAXIS)	RARAE

**Number of Cohorts:** 1

**Projected Number of Students Per Cohort:** 8

**Dates of Course/ Weekly Schedule:**

**Oct. 11-Dec. 1** T/TH 6:30-8:30pm Co-teaching  
 T/TH 5:30-6:30pm Adult Education instructor remediation and review  
 2 hours/week asynchronous (varied)

**Funding Source(s):** IELCE

**Teacher(s):** Sara Jett (Trainer) /Selina Bautista (Adult Educator)

**Employer Partner(s):** School systems in region, Career Works Center

**Salary Range for Target Job (with citation):** \$28,880

<https://svc.mt.gov/dli/careersearch/virginia/Details?occupation=25-9043.00>

**Plan for Recruitment and Selection:**

- disseminate information to current ELA students about program
- disseminate information to school districts and current school employees about training program and job opportunities
- IET Specialist disseminates information, reviews intake assessments for level appropriateness (ELA Advanced- ABE level), initiates follow up conversation on program commitments and expectations, and enrolls students into program

**Program Notes and stackable credentials that will be reported as MSGs:**

- MSG Type 5: HeartSaver Basic Life Support
- MSG Type 5: VA Department of Social Services Child
- MSG Type 5: Abuse and Neglect: Recognition and Intervention
- MSG Type 5: VA Department of Education Dyslexia Awareness
- MSG Type 5: Paraprofessional

Digital literacy program provided through partnership with Rappahannock Goodwill Industries at Fred CWC



**Shared Learning Objectives, with the College and Career Readiness or English Language Proficiency Standards noted:**

1. Strengthen reading, writing, listening, and speaking skills for educational workplace environments. (CCRS SL 1 & 6, L1 & 3, W 4, RI 3, 4, & 5, MD 4; ELPS 1, 2, 3,10)
2. Learn and become familiar with classroom management techniques and tools, problem solving for classroom, communicating to class audience, teaching methods, and educational employment skills. (CCRS RI 1 & 2, SL 6; ELPS 2, 5, 7)
3. Develop and implement an employment plan for a Paraprofessional/Classroom Aid, Day Care Instructor, or office aid/assistant (include job search, interviewing skills, workplace soft-skills).

**Co-Planning and Communication Activities:**

Adult Ed ELA instructor and Credential instructor will meet prior to class beginning, weekly to evaluate curriculum adjustments and student need, and post credential to adjust scope and sequence of credential class.

Student cohort will meet for twice weekly for 8 weeks with the ELA instructor and the Credential instructor to review content for the Paraprofessional Praxis exam and focus on study skills, reading and math skills, and educational vocabulary (1 hour class session with ELA instructor to go over vocabulary, reading content, test taking skills, and conversational skills; 2 hour class session with credential instructor to provide information on classroom management tools, problem solving for classroom, audience appropriate communication techniques, information on career.)

Cohort will work asynchronously with ELA instructor follow up and remediation through the HeartSaver BLS, Dyslexia Awareness <https://www.doe.virginia.gov/teaching/licensure/dyslexia-module/story.html>, and Child Abuse/Neglect Awareness training <http://www.dss.virginia.gov/abuse/mr.cgi>).

Career and Guidance Counselor will collaborate with ELA instructor and Credential instructor on specific job readiness skills for paraprofessional/classroom aid.

At the end of the 8 week IET program, the students will take the Paraprofessional Praxis Exam for certification.



**Describe how the three components (adult education, workforce preparation, and occupational training) are taught simultaneously and contextually, reinforcing all three types of content through a typical week of the course:** The ELA instructor will collaborate and plan alongside the credential instructor to introduce study skills, reading and math skills, and content and vocabulary for the classroom, communication skills for the classroom, and preparation for the Paraprofessional Exam. Each class session will involve both content based introduction in remediation vocabulary through a 1 hour session with ELA instructor to go over vocabulary, reading content, test taking skills, and conversational skills. The credential instructor will have a 2 hour session to provide information on classroom management tools, problem solving for classroom, audience appropriate communication techniques, information on career through program created lesson plans and activities. The Career and Guidance Counselor will collaborate with the Credential instructor to provide instruction in workplace communication skills and basic employability skills while also assisting students in the cohort with career search and applications with local school systems and daycares. All students in the cohort will register in the My Journey Portal, complete an employment evaluation with ONET and other employment, and review of the VA Paraprofessional Guide to Supervision and Collaboration with Paraprofessionals.

**Support Services Provided** (indicate agency providing services):

**Employment Placement Activities** (indicate agency providing services): VA Employment Commission, Local school district Human Resources Departments

**Students:** (Note: Add rows as needed)

Student ID	Agency Paying for Training (Example: Adult education, WIOA title I, title IV, employer, etc.)	Training Costs
	IELCE	\$120
	Subtotal of training costs provided by adult education program:	\$120 per student
	Subtotal of training costs provided by other partners:	

Reminder: Programs must get prior approval for costs associated with equipment, materials, and participant support costs (see [Directors Memo 018-19](#)).

**Additional Comments:** Printing material resources costs = \$50

Paraprofessional assessment costs \$100 x # of cohort students = \$800