San Leandro ADULT SCHOOL
MATH AND MECHANICAL TEST PREP CLASS FOR THE TRADES

Scope of Work

The following work will be performed by each partner in implementing this test prep course:

I) San Leandro Adult School Math & Mechanical Test Preparation Teacher

a. Coordinate the test prep class and provide the majority of instruction using test prep textbook and any supplemental material recommended by CTWI
b. Create supplemental worksheets/lessons outside of the textbook
c. Provide academic support to program participants
d. Ensure participants get an in-depth overview of a variety of different building trades.
e. Monitor, tract, and report all outputs and outcome data.
f. Engage in regular communication with CTWI regarding
    i. placement plans and status updates on apprenticeship applications.
    ii. scheduling guest lecturers from the trades to speak to program participants
    iii. organizing tours of the union halls
    iv. coordinating mock oral interview preparation classes

c. Track Placements/Data of students in union apprenticeships

III) Construction Trades Workforce Initiative (CTWI) Representative

a. Create and provide all Math and Mechanical Test Prep curriculum and material.
b. Provide training to instructor on how to implement test prep class using tested and proven teaching strategies.
c. Provide input into program design, curriculum design, test preparation and technical assistance, as needed.
d. Provide updates about which trades will be bringing on new apprentices in the coming months, in order to help guide participants' employment goals.
e. Coordinate and facilitate regular union and apprenticeship workshops, in order to expose participants to different crafts including, mock panel interviews and union employer networking events.
f. Work with building trades apprenticeship programs and contractors to promote and place students enrolled in test prep course by attending monthly union, apprenticeship and contractor meei
g. Track and Report Placements of students in union apprenticeships
h. Advocate for inclusion of apprenticeship requirements and underrepresented populations, including women, in PLAs, with an emphasis on placement of test prep program participants.

IV) **Budget for 1.5 years of service**: $40,000 planning and implementation (see schedule below)

CTWI
Construction Trades Workforce Initiative

Phase I: Planning and Development of Class with San Leandro Staff and Training of Instructor
Time Frame: January 2021-July 2021
Cost: $10,000

Phase II: Curriculum Design and Class Implementation (see scope above)
Time Frame: August 2021-June 2022
Cost: $30,000

Cost to Maintain Services after June 2022: $25,000/year