



## **Wahoo Public Schools**

### **Education Career Exploration Opportunities (CEOs) Program**

**SUBJECT:** Education Career Exploration Opportunity for Wahoo High School students through the Wahoo Public School District.

**PURPOSE:** A collaborative effort between Wahoo Public Elementary, Middle School, and High School to provide a Career Exploration Opportunity in the Education field to high school seniors. The program is a redesign of a teacher's aide program for those students who are interested in pursuing an education related career. Students will be selected following an application process based upon maturity, academic performance, attendance, and overall interest. The program participation will be limited at the discretion of the administration.

#### **Program Objectives:**

1. Provide Wahoo High School students exposure to a variety of office and classroom experiences in the field of education. Students will observe and participate in the daily routines of staff, administration, and/or teachers in a variety of areas.
2. The students are assigned to an education level of experience in early childhood, elementary, and middle school in which they fully participate in teaching and related work.
3. Provide our students with knowledge and experience that will allow them to develop the skills needed to be successful in a career working with youth.
4. Assist students with exploration into education focused professions through hands-on opportunities.
5. Offer program participants the opportunity to interact with various staff members in order to learn trends and better understand the education system.
6. Help students gain awareness of the academic, technical, and personal skills required in education professions.
7. Help students develop an understanding of the critical connections between school, work, and goal attainment.
8. To assist supervising teachers in making a difference in the lives of our younger students on a daily basis.
9. Provide students a context in which they can make a personal assessment of their commitment to pursue a teaching, professional support services, or educational leadership career.

#### **Participation Criteria:**

1. Program Acceptance
  - a. Wahoo High School Senior
  - b. Completed application, including two references
  - c. Recommendation from Wahoo High School administration through an interview process
  - d. Enrolled as a full-time student and be in good standing
  - e. Parent/Guardian consent for participation in the program
  - f. Attendance at initial orientation and training session with Wahoo Public Schools
  - g. Students must provide own transportation to and from the internship site

## 2. Attendance

- a. Student will meet each day of the week that school is in session; time will be split between classroom and on site at the selected school with flexibility for specialized experiences.
- b. Attendance and timeliness are critical to fulfill the student's learning experience.
- c. Absences (excused/non-excused) will follow Wahoo High School's policy and procedure as outlined in the Student Handbook. Parents must call WHS if the student will be absent. Student is responsible for calling the Site Supervisor.
- d. One unexcused absence may be grounds for dismissal from the CEOs program.
- e. Communication is essential, student will be responsible for communicating schedule, attendance, and absences to both school and program site coordinators.
- f. Program will coincide with the school calendar.
- g. Student must arrive promptly at the program site and return promptly to school. Arrival and departure times will be established depending upon the placement.

## 3. Placement

- a. CEOs Program participants may not be placed where immediate family members will be acting as the Supervisor.
- b. Ideally, the CEOs placement will be in the morning from 8-10 am or in the afternoon from 2-3:30pm, but this educational experience may occur anytime during the day with flexibility for specialized opportunities.
- c. Students will spend 6 weeks in each of the pre-k/lower elementary, upper elementary, and middle school unless a change is mutually agreed upon between the Site Supervisor and CEOs Coordinator.
- d. The Site Supervisor will evaluate students mid-term and at the completion of the program and return evaluation to CEOs Coordinator.
- e. CEOs participants must ensure confidentiality and respect the other students' right to privacy.

### **Dress Code:**

1. Student will visibly wear Wahoo Public Schools ID tag at all times while on site at the designated school.
2. Student must follow the acceptable dress code policy as outlined in the Student Handbook.
3. Special equipment will be provided, when needed.
4. Cell phones are to be turned off and put away while at your CEOs program site.

### **Course Credit:**

1. Five (5) credits will be earned upon successful completion of the program.
2. A portfolio must be completed and include the following:
  - a. An updated resume
  - b. A letter of completion from the Site Supervisor
  - c. A copy of the thank you letter sent to the Site Supervisor
  - d. An exit interview/program evaluation
3. A Capstone Project, which will be presented at a School Board meeting in the month following completion of the program, about the student's experience in the CEOs Program. Please schedule this presentation with the CEOs Coordinator.