

For L&I Staff Use Only

Rec 12/09/2022 by SP/Vanc

Rec 11/30/2022 by SP/Vanc

L&I Apprenticeship Consultant

Teri Gardner 12-12-22

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L&I Admin

Department of Labor and Industries
Apprenticeship Section
PO Box 44530
Olympia WA 98504-4530



Request for Revision of Standards

TO: Washington State Apprenticeship & Training Council

FROM: Washington Public School Classified Employees Apprenticeship Committee #188

Please update our Standards of Apprenticeship to reflect the following changes:

- Additions shall be underlined (underlined).
- Deletions shall be struck through (~~struck through~~).
- See attached.

Form must be signed by Committee Chair and Secretary or Program's Authorized Signer

<input checked="" type="checkbox"/> Chair	Date	<input type="checkbox"/> Secretary	Date
<input checked="" type="checkbox"/> Authorized Signer	11/30/2022		
Print Name: Timothy Busch	Print Name:		
Signature: <i>Timothy W. Busch</i>	Signature:		

Approved By: Washington State Apprenticeship & Training Council
Signature of Secretary of the WSATC:
Date:

Attach additional sheets if necessary

<u>Occupational Objective(s):</u>	<u>SOC#</u>	<u>Term [WAC 296-05-015]</u>
ADMINISTRATIVE ASSISTANT	43-6011.00	6000 HOURS
CHILD CARE ASSISTANT/ASSOCIATE I	39-9011.00	2000 HOURS
CHILD CARE SITE COORDINATOR/ASSOCIATE II	11-9031.00	3000 HOURS
FACILITIES CUSTODIAL SERVICES TECHNICIAN I	37-2011.00	3000 HOURS
LIBRARY TECHNICIAN	25-4031.00	8000 HOURS
PARAEDUCATOR I	25-9099.00	3000 HOURS
	25-9042.00	
PARAEDUCATOR II	25-9041.00	6000 HOURS
	25-9043.00	
PARAEDUCATOR III	25-2021.00	6000 HOURS
SCHOOL COMPUTER TECHNICIAN I	15-1041.00	2000 HOURS
SCHOOL COMPUTER TECHNICIAN II	15-1041.00	2000 HOURS
SCHOOL COMPUTER TECHNICIAN III	15-1041.00	2000 HOURS
SECRETARY (CLERICAL)	43-6014.00	2000 HOURS

Sponsor Introductory Statement (Required):

[Please delete and replace this Sponsor Introductory Statement in its entirety]

These standards have been developed under the sponsorship of the Professional Education Standards Board (PESB), in partnership with school district employers and employee associations, and with the assistance of the Washington State Department of Labor and Industries Apprenticeship Section.

When approved by and registered with the Washington State Apprenticeship and Training Council and the Professional Education Standards Board (PESB), they will assure the development of highly qualified employees working at School Districts.

The utilization of this structured, job specific training which combines actual job experience while continuing supplemental/related education will assure that standards of excellence are achieved.

When fully implemented these apprenticeship standards will assure the development of highly qualified employees.

II. MINIMUM QUALIFICATIONS:

[Please remove all references to the following occupations being deleted from these standards in this section: Child Care Assistant/Associate I, Child Care Site Coordinator/Associate II, Facilities Custodial Services Technician I, Library Technician, School Computer Technician I, II and III]

Minimum qualifications for occupations that are not specified below:

Age: ~~Minimum of 18 years.~~

Education: ~~High School Diploma or equivalent or be enrolled in a high school.~~

Physical: ~~Must be able to meet the requirements of the trade with or without reasonable accommodations.~~

Testing: ~~_____~~ **None**

Other: ~~_____~~ **None**

Administrative Assistant:

Education: **High School Diploma or equivalent and satisfactory completion of the Secretary (Clerical) apprenticeship program or proof of education and experience equal to a Secretary (Clerical) Journey-level worker.**

Other: ~~The Administrative Assistant must have satisfactorily completed the Secretary (Clerical) apprenticeship program or document equal education and experience.~~

None

Paraeducator II:

Education: **High School Diploma or equivalent and satisfactory completion of the Paraeducator I Program or proof of education and experience equal to the Paraeducator I Journey-level worker.**

IV. TERM OF APPRENTICESHIP:

A. ~~The term of apprenticeship for Child Care Assistant/Associate I, School Computer Technician I, II, and III, and Secretary (clerical) shall be 2000 hours of reasonably continuous employment as an apprentice.~~

B. ~~The term of apprenticeship for Child Care Site Coordinator, Facilities Custodial Services Technician I and Paraeducator I shall be 3000 hours of reasonably continuous employment as an apprentice.~~

C. The term of apprenticeship for Paraeducator II, Paraeducator III and Administrative Assistant shall be 6000 hours of reasonably continuous employment as an apprentice.

~~D. The term of apprenticeship for Library Technician shall be 8000 hours of reasonably continuous employment.~~

V. INITIAL PROBATIONARY PERIOD:

C. Administrative Assistant	400 hours of employment
Child Care Assistant/Associate I	400 hours of employment
Child Care Site Coordinator/Associate II	400 hours of employment
Facilities Custodial Service Technician I	400 hours of employment
Library Technician	1600 hours of employment

Paraeducator I	400 hours of employment
Paraeducator II	500 hours of employment
Paraeducator III	400 hours of employment
School Computer Technician I, II, & III	400 hours of employment
Secretary (Clerical)	400 hours of employment

VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS:

E.

A ratio of apprentices to journey-level worker consistent with proper supervision, training and continuity of employment will be maintained, but in no case shall the ratio be greater than one apprentice to one journey-level worker within each school district building.

VII. APPRENTICE WAGES AND WAGE PROGRESSION:

C. Wage Progression Schedules

[Please remove all references to the following occupations being deleted from these standards in this section: Child Care Assistant/Associate I, Child Care Site Coordinator/Associate II, Facilities Custodial Service Technician I, Library Technician, School Computer Technician I, II and III]

VIII. WORK PROCESSES:

[Please remove all references to the following occupations being deleted from these standards in this section: Child Care Assistant/Associate I, Child Care Site Coordinator/Associate II, Facilities Custodial Services Technician I, Library Technician, School Computer Technician I, II and III]

IX. RELATED/SUPPLEMENTAL INSTRUCTION:

A. The methods of related/supplemental training must be indicated below (check those that apply):

(X) State Community/Technical college

~~Clark College, Everett Community College, Green River College, Highline College, Lower Columbia College, Skagit Valley College~~

X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

A. Administrative Procedures:

3. Sponsor Procedures:

~~b. Disciplinary action will be taken when an apprentice engages in a practice which is inconsistent with the school's published employee rules of conduct of ordinary,~~

~~reasonable, common sense rules of conduct necessary to the welfare of the school, its employees and its students.~~

e.b. Apprentices must turn in Monthly Work Progress Reports by the 5th of the following month to the Apprenticeship office located at 820 S. 10th Street, Mount Vernon, WA 98274 or to their local training agent Apprenticeship Coordinator. The above report shall contain the apprentice's name, occupation, employer, wage rate, month and year of report as well as work performed.

d.c. Any apprentice cancelled from the Washington Public School Classified Employees Apprenticeship shall be required to wait six (6) months before re-applying.

B. Disciplinary Procedures

3. Sponsor Disciplinary Procedures:

b. Failure to turn in Monthly Work Progress Reports on time may result in ~~the apprentice not receiving credit for said month or months~~ disciplinary action up to and including disciplinary probation.

XI. SPONSOR – RESPONSIBILITIES AND GOVERNING STRUCTURE

E. Committee governance (if applicable): (see WAC 296-05-009)

1.

a. Quorum: A majority of the members present, with a minimum of 2 management and 2 labor, shall constitute a quorum for the transaction of business at any JATC meeting.

~~The Washington Public School Classified Employee's Joint Apprenticeship and Training committee shall be composed of equal representation from management and the employee occupation group.~~

[Please delete and replace committee in its entirety]

c. The employer representatives shall be:

Asha Riley, Secretary
800 2nd Street
Woodland, WA 98674

Christopher Nesmith
1235 Monte-Elma Road
Elma, WA 98541

Analia Galloway
Auburn School District
915 4th Street NE
Auburn, WA 98002

Vicky Barnes, Alternate
800 2nd Street
Woodland, WA 98674

**Chris Callaham,
Alternate
Auburn School District
915 4th Street NE
Auburn, WA 98002**

d. The employee representatives shall be:

**Tim Busch, Chair
820 South 10th Street
Mount Vernon, WA 98274**

**Nicki Lensen, Treasurer
PSE/SEIU Local 1948
1565 Woodland Drive
Mount Vernon, WA 98274**

**David Nowotny
PSE/SEIU Local 1948
7305 281st PL NW
Stanwood, WA 98292**

**Mary Howes, Alternate
WEA
P.O. Box 9100
Federal Way, WA 98003**