



EQUITY IN PUBLIC PURCHASING AND CONTRACTING: CAREER LEARNING EQUITY

I. PURPOSE

The Equity in Public Contracting Board policy, 8.50.095-P, has three objectives:

- (1) **Business Equity:** The District will provide professional, supplier, construction and personal service purchasing and contracting opportunities to small businesses that have been historically under-utilized, including businesses owned by people of color and women.
- (2) **Contractor Workforce Equity:** The District will ensure apprenticeship opportunities in the construction trades and will promote construction employment opportunities for people of color and women.
- (3) **Career Learning Equity:** The District will continue to provide career learning opportunities for students, providing them exposure to various potential career paths, including, but not limited to, architecture, engineering and related services, legal and accounting services, as well as building trades and construction work.

Each of these objectives is operationalized by an Administrative Directive (AD). This is the Career Learning Equity AD. The other two directives are: Contractor Workforce Equity (8.50.097-AD) and Business Equity (8.50.096-AD).

II. CAREER RELATED LEARNING EXPERIENCES PROGRAM OVERVIEW

- (1) Through the District's existing Career Pathways(CP)/Career and Technical Education Program, the District will:
 - a) Help students connect classroom learning with real-world applications;
 - b) Expose students to a variety of career options;
 - c) Provide programming that prepares students with 21st Century skills as a part of the District's Career Pathways/Career and Technical Education Program; and
 - d) Support the 12th Grade District Milestones Framework e.g. more students graduating on time, college and career ready.
- (2) The following are key components of the program's organizing framework:
 - a) **Career Awareness:** Helps students become aware of their preferred learning styles and interests (primarily grades 7–9);



ADMINISTRATIVE DIRECTIVE

8.50.098-AD

- b) Career Exploration: Broad based focus that includes real-world application, creative problem-solving and Essential Skills, in the context of projected high-wage, high-demand career fields (primarily grades 9-12);
- c) Career Preparation: In-depth focus that includes real-world application, creative problem-solving and Essential Skills, in the context of projected high-wage, high-demand career fields (primarily grades 11-12). May provide students the opportunity to earn college credit or credentials.

III. SCOPE – CAREER LEARNING EQUITY OBJECTIVE

The intent is to increase the numbers of students, in particular young people of color and young women, in career learning programs.

This will be implemented by PPS school-based staff in alignment with, and as an extension of, the existing Career Related Learning Experiences (CRLE) offered to PPS students. All work in the implementation of this Administrative Directive will be in full consultation and alignment with the Career Pathways/ Career and Technical Education Program.

- (1) All District contractors with contracts valued from \$100,000 but less than \$1,000,000 will be required to register on the District's approved Career Learning database tool. This registration will require that contractors offer at least two District specified career learning opportunities for students every year during the active term of the contract. Contractors will be encouraged to offer more than two of the Career Learning opportunities.
- (2) Career Learning opportunities include, but are not limited to:
 - a) Guest Speaker – Contractor will visit a school and talk about the speaker's career including necessary education and skills.
 - b) Worksite Visits/Company Tours – Contractor will host a tour of the contractor's worksite or place of business for a group of students.
 - c) Job Shadows – Contractor will give a student, or a group of students, an inside look at a contractor representative's job and work environment.
 - d) Informational Interviews – Contractor will provide an opportunity for students to call, email, or visit business representatives to ask questions about contractor careers or industry.
 - e) Focused Career Days/Fairs – Contractor will host or participate in a career day or event that provides an in-depth overview to a group of students who have expressed interest in the contractor's industry.



ADMINISTRATIVE DIRECTIVE

8.50.098-AD

- f) Mock Interviews – Contractor will help students practice their interviewing skills before their initial job interview.
 - g) Extended Learning Opportunities (ELOs) – Contractor will coordinate with Career Coordinators and students to allow student interns to work on specific tasks at Contractor’s place of business. ELOs can be paid or unpaid and managed in accordance with age-appropriate applicable laws and policies.
 - h) Project-Based Learning Activities – Contractor will work with Career Coordinators or teachers to help students develop a real-life project for presentation and evaluation, providing students the experience of inquiry in response to a complex question, problem, or challenge.
- (3) Contractors with a contract of \$1,000,000 or greater will be required to register on the District’s approved Career Learning database tool and offer at least four of the Career Learning Opportunities every year during the active term of the contract. Contractors will be encouraged to offer more than the minimum four Career Learning opportunities listed above.
- (4) District Contractors required to participate in this program will:
- a) Verify registration on the District’s approved Career Learning database tool.
 - b) Coordinate with the District’s Career Coordinators to plan, schedule, and conduct the Career Learning events or activities.
- (5) The District will manage, track, and report on contractor and student career learning participation. Such tracking and reporting will include disaggregation of participating contractor and student demographics by race, ethnicity, and gender as well as school and program-based categories.
- (6) The District will seek to develop processes and resources to expand the program to middle school students.



ADMINISTRATIVE DIRECTIVE

8.50.098-AD

IV. RESPONSIBILITY AND ACCOUNTABILITY

- (1) The Career Pathways/ Career and Technical Education Program, in partnership with Purchasing & Contracting and other key District staff, will prepare regular reports of participation in the Career Pathways/Career and Technical Education Program. The District will review its performance under this directive every year.

Legal and Policy references: Equity in Public Contracting Board policy, 8.50.095-P; Contractor Workforce Equity, 8.50.097-AD; and Business Equity, 8.50.096-AD

History: Adopted 10/2013; Revised 8/2017 and 5/2019.