

Memorandum of Understanding – Exit Option Coordinators
between
Suncoast Workforce Board, Inc.
and
The School Board of Sarasota County, Florida

This Agreement is entered into this 1st day of July, 2007, by and between the Suncoast Workforce Board, Inc., hereinafter referred to as “SWB”, located at 1750 17th Street, Building J-2, Sarasota, Florida 34234, and The School Board of Sarasota County, Florida, hereinafter referred to as “SBSC”, located at 1960 Landings Boulevard., Sarasota, Florida 34231-3331.

Purpose

The purpose of this Agreement is to delineate the relationship and responsibilities shared by SWB and SBSC regarding drop-out prevention, and workforce services provided to at-risk youths by the Exit Option Coordinators, in accordance with the job description attached hereto as **Attachment A**. Under this agreement, Exit Option Coordinators will provide specific services to students at high schools in Sarasota County.

SWB Responsibilities

1. SWB, in cooperation with SBSC and its school principals, shall recruit, hire and pay two (2) Exit Option Coordinators, who will provide services at the following schools:

Booker High
Sarasota High
Venice High
North Port High
Riverview High
Cysis

2. SWB will provide a staff liaison to interface with appropriate SBSC staff to assure that quality services are provided.

SBSC Responsibilities

1. SBSC will provide supervision to the Exit Option Coordinators in the school environment, in cooperation with the appropriate school principals.
2. SBSC will assist Exit Option Coordinators in recruiting participants and coordinating planned activities, allow these Exit Option Coordinators access to youths on their caseload for guidance, assessment and training sessions.
3. SBSC will provide appropriate office space for Exit Option Coordinators in their assigned high schools.
4. SBSC will provide Exit Option Coordinators appropriate computer access and related training.

5. SBSC will provide Exit Option Coordinators appropriate training and guidance on documentation and data collection required.
6. SBSC will work with the SWB liaison to assure program implementation, sharing any concerns or suggestions as appropriate.
7. SBSC will be responsible for assuring that each Exit Option Coordinator has been fingerprinted by the authorized law enforcement agency and processed by the State Department of Law Enforcement and the Federal Bureau of Investigation for criminal background checks. The results of all background investigations and fingerprinting will be reported in writing to the Suncoast Workforce Board and the Superintendent of Schools.
8. SBSC shall provide monthly reimbursement to the SWB upon receipt of required financial statements and requests for payment. Reimbursement will be at the rate of \$8,411.08 per month for a period of twelve months, July 1, 2007 through June 30, 2008, (Total \$100,933.00).
9. SBSC will hold harmless, indemnify and defend SWB, its agents, servants, employees, in their official and individual capacity, from any demand, claim, suit, loss, cost, expense or damage which may be asserted, claimed or recovered against or from SWB, its agents or employees, in their official or individual capacity by reason of any damage to property or injury or death of any person which arises out of, is incident to, or in any manner connected with this Agreement, specifically including the SBSC's routine day-to-day supervision. This provision shall survive the termination of this Agreement and shall be binding upon the parties, successors, representatives and assigns and cannot be waived or varied. Nothing herein shall be construed as a waiver of the SBSC's sovereign immunity beyond the statutory waiver as the same may be amended from time to time.

TERM OF AGREEMENT

This Agreement shall be effective July 1, 2007, and remain in effect through June 30, 2008. This Agreement may be modified only with the consent of both parties. Any party hereto may terminate this Agreement, with cause, upon written notice thirty (30) days in advance of the desired date of cancellation.

Signed:

 Mary Helen Kress, Executive Director
 Suncoast Workforce Board, Inc.

Date: _____

 Frank Kovach, Chair
 The School Board of Sarasota County, Florida

Date: _____

SUNCOAST WORKFORCE BOARD
Position Description

Position Title: **Workforce Specialist – Sarasota County Schools**

Reports to: **Executive Director**
Supervised by: **Assigned Principal**

Status:
Full-Time, Exempt

Purpose: To increase the graduation rate of Sarasota County students by providing alternative graduation options resulting in positive postsecondary placements

Job Duties

- Assist assigned high school guidance and dropout prevention teachers with the identification of students at-risk of failing to graduate with their age appropriate class.
- Assist in the documentation of participating students with disabilities as required by Individual Education Plans or Academic Intervention Plan and Suncoast Workforce Board Programs
- Assist the GED Chief Examiner to develop GED Exit Option Curricula Model in conjunction with existing dropout prevention and workplace readiness curricula, and state standards.
- Counsel and document the identified students and parents concerning graduation options, transcript analysis results, eligibility for various programs, parental rights and consent, and career options for a positive postsecondary placement
- Assist students in develop a new plan of study, reflecting graduation options through district dropout prevention programs.
- Provide career exploration opportunities and assist the student in developing a career path based on abilities, interests, needs and barriers.
- Conduct and document all preliminary assessment mandated for graduation option chosen to include (Test of Adult Basic, GED Official Practice Tests, Education, FCAT Preparation Assessment).
- Assist Dropout Prevention personnel in the identification and placement of students in OJT programs, internships, and career path employment opportunities
- Assist the GED Examiner in meeting the requirements for specialized testing
- Participate in program specific training as required

Minimum Qualifications

- Bachelors Degree from an Accreditation Institution
- Two years experience in education and/or school or career counseling
- Valid Driver's License
- Teaching Certification Preferred but not required
- Flexible scheduling to accommodate student testing and job placement