

Memorandum of Understanding OhioMeansJobs – Allen County

OhioMeansJobs Allen County and **Elida High School** have partnered together with the shared belief that communication and coordination of respective services can enhance the quality and quantity of academic, employment, and training resources and services to local high school students. Working together, public school systems and OhioMeansJobs Allen County, will allow more access to employment and training services leading to better jobs, improved career pathways, and self-sufficiency.

This Memorandum of Understanding (MOU) is entered into by and between OhioMeansJobs Allen County and **Elida High School** for the 2025 - 2026 school year.

Description of Entities

OhioMeansJobs Allen County – Comprehensive One-Stop Job Center that makes available partner services and programs to include employment, training, and financial literacy resources and services to youth, job seekers, and employers.

Elida High School – Public school system that provides education and resources to ninth through twelfth grades focusing on student success.

Purpose

The purpose of this Memorandum of Understanding is to support collaboration and coordination between the workforce system and the public school system.

This Memorandum of Understanding is established to help:

- Increase awareness to local youth of employment and training resources available within the Allen County area.
- Educate and inform school staff on resources and services available to assist Allen County residents.
- Educate and inform OhioMeansJobs staff of the services available through the school system that may assist youth in building their job readiness skills.
- Promote the importance of academic and job readiness services and the availability of those services through the school system and workforce system.

OhioMeansJobs Allen County

1. OMJ School Job Coach will provide training to school staff and students on OhioMeansJobs.com.
2. Facilitate one-on-one or group activities and workshops related to soft skills, financial literacy, and job readiness topics.
3. Assist students with creating a resume and registering on OhioMeansJobs.com.
4. Assist students with completing career exploration, post-secondary or vocational exploration, and labor market research activities.
5. Assist school staff with facilitating job readiness activities, instruction and/or projects.
6. Explore the OMJ funding resources that can be provided for education and training.
7. Utilize the K-12 OhioMeansJobs.com system for reporting, tracking, and evaluating student activity.

Elida High School

1. Will provide the OhioMeansJobs Allen County Administrator and assigned OMJ School Job Coach **OEDS Report View – OhioMeansJobs District Student Level Access**.
***School may designate an employee/point of contact to provide quarterly K-12 OhioMeansJobs.com detailed student level activity data to the OMJ Administrator and assigned school job coach.*
2. Will provide the assigned school job coach with a list of all senior students by **October 31, 2025**.
3. Ensure every senior student meets with the school job coach, in-person or virtually, at minimum one time prior to graduation.
4. Ensure every senior is registered on OhioMeansJobs.com prior to graduation.
5. OMJ School Job Coach will work with school guidance counselors to meet students one-on-one, in groups, or classroom settings for job readiness, soft skills, financial literacy, and career exploration activities.
6. OMJ School Job Coach will partner with school staff to coordinate and assist with job readiness activities.
7. Will provide assigned OMJ School Job Coach access to phone and printer for student services and documents (resumes, career profile, etc).
8. Will maintain OhioMeansJobs- Allen County literature at school facility.

Memorandum of Understanding
for
Allen County Workforce Development System – Public High School Partnership

Signature Page

By signing, each party affirms that this MOU accurately describes the roles and responsibilities of the Allen County Workforce System/Public High School System partnership.

Elida High School

Joel Mengerink, Superintendent

Date

OhioMeansJobs Allen County

Jessie Doyle, Job Center Administrator

Date

OhioMeansJobs Allen County

Joe Patton, Director

Date