



# CHARLES COUNTY PUBLIC SCHOOLS APPRENTICESHIP MARYLAND PROGRAM



## CURRENT OPENINGS

### PRIORITY APPLICATION DEADLINE: **Wednesday, May 10**

A complete application packet must be submitted to your school counselor. **DO NOT TURN IT INTO THE EMPLOYER.** The priority deadline for apprenticeship placement is May 10. Applications will continue to be accepted until all positions are filled, or until 1 week prior to the start of the following school year. Check back for updates  
5 PAGE DOCUMENT - updated 4/26/23

**Position:**

**Food and Nutrition Service Apprentice**

**Description:**

ESSENTIAL JOB FUNCTIONS

- Regular on time attendance.
- Food preparation.
- Food handling from preparation to serving.
- Exemplary customer service skills
- Cleaning of equipment, utensils and designated areas.
- Receiving and storage of food supplies.



ENVIRONMENTAL FACTORS & PHYSICAL REQUIREMENTS

The environmental factors and/or physical requirements of this position include the following: While performing the duties of this job, the employee is required to have ordinary ambulatory skills sufficient to visit other locations; and the ability to stand, walk, stoop, kneel, crouch, and manipulate (lift, carry, move) light to medium weights of 10-50 pounds. Requires good hand-eye coordination, arm, hand and finger dexterity, including ability to grasp, and visual acuity to use a keyboard. The employee frequently is required to sit, reach with hands and arms, talk and hear.

**Required Experience:**

- Basic skills in reading, record keeping, and arithmetic.
- Cook, food handling and/or cashier experience preferred.
- Demonstrated aptitude for successful performance of duties and responsibilities listed below.
- Ability to work rapidly and efficiently in a wide range of temperature conditions.
- Ability to follow written recipes and oral instruction.
- Knowledge of principles of sanitation and kitchen safety.
- Ability to work effectively with school personnel and students.
- Knowledge of and ability to work with a variety of chemicals and other agents.
- Ability to do heavy work (lift and carry approximately 50 pounds) on hard flooring for prolonged periods of time.
- Ability to work while standing for extended period of time.

**Certification Required:**

\*OSHA-10 certification and the ServSafe credential is required prior to start of employment. CCPS will pay for student to complete the online certification courses.

**Related Instruction Course:**

Becoming a Food Service Professional (Level 1)

**Hours:**

Monday – Friday, 10am – 2pm

**Start Date:**

August 28, 2023, potential for summer employment

**Wage:**

\$15.00 per hour

**Company:**


Charles County Public Schools , Food and Nutrition Services


**Location:**

Charles County, various elementary and middle schools

**# of positions Available:**

5

<b>Position:</b>	<b>Electrical Apprentice</b>	
<b>Description:</b>	Students will learn the fundamentals of safety including proper ladder and power tool usage, the installation of switches, receptacles, light fixtures, and the various types of conduits, as well as cable and wire based on the specific jobsite that they will be working on.	
<b>Required Experience:</b>	Basic wiring, hand tool use, and some conduit bending skill	
<b>Certification Required:</b>	*OSHA-10 certification is required prior to start of employment. CCPS will pay for student to complete online certification course.	
<b>Related Instruction Course:</b>	Principles of Construction Design, Electrical Construction 1, or Welding 1:	
<b>Hours:</b>	Monday – Friday. Typical work shifts are 6am – 3pm, hours are flexible to meet student's schedule during school year.	
<b>Start Date:</b>	June 20, 2023	
<b>Wage:</b>	\$13.50 - \$14.00 per hour	
<b>Company:</b>	Line Load Electrical Contractors, Inc.	
<b>Location:</b>	Multiple locations, Priority to remain in Charles County	
<b># of positions Available:</b>	1-2	

<b>Position:</b>	<b>Computer Analyst Apprentice</b>	
<b>Description:</b>	<p>ESSENTIAL JOB FUNCTIONS</p> <ul style="list-style-type: none"> <li>Assists in the installation, configuration, repair, maintenance, troubleshooting and security management of data communications, computer hardware and software within the school system</li> <li>Assists in supporting users in the use of software and computers</li> <li>Responds to emergency duty assignments when required by supervisor</li> <li>Assists in implementing technology standards, policies and procedures</li> <li>Assists as the technical point of contact</li> <li>Collaborates with the school's permanent Computer Analyst</li> <li>Monitors remote and local networks to assure optimum response time and throughput</li> <li>Prepares written reports</li> <li>Provides support for online testing</li> <li>Assists in maintaining accurate inventory records</li> <li>Maintains records of all work performed</li> <li>Regular on-time attendance</li> <li>Specific vision abilities required by this job include close vision, distance vision, peripheral vision and the ability to adjust focus</li> <li>Must be able to tolerate low to moderate noise level in the work environment</li> <li>Work may or may not be performed in a normal office setting such as the LAN/WAN room and wiring closets</li> <li>Performs related duties as assigned by the Executive Director of IT Strategy.</li> </ul> <p>ENVIRONMENTAL FACTORS &amp; PHYSICAL REQUIREMENTS</p> <p>The environmental factors and/or physical requirements of this position include the following: While performing the duties of this job, the employee is required to have ordinary ambulatory skills sufficient to visit other locations; and the ability to stand, walk, stoop, kneel, crouch, and manipulate (lift, carry, move) weights of 10 to 50 or more pounds. Requires good hand-eye coordination, arm, hand and finger dexterity, including ability to grasp, and visual acuity to use a keyboard. The employee frequently is required to sit, reach with hands and arms, talk and hear.</p>	
<b>Required Experience:</b>	<ul style="list-style-type: none"> <li>Knowledge in configuring Microsoft Windows Workstation 10</li> <li>Knowledge in configuring Microsoft Windows Server 2012 desired</li> <li>Knowledge of the methods, hardware, software, and practices of the information technology data processing systems</li> <li>Ability to troubleshoot and demonstrate skill in the diagnosis of problems relating to the operation of information networks and networked computer hardware and software systems</li> <li>Ability to read, write, and work from technical specifications</li> <li>Good verbal and written communication and human relation skills</li> <li>Skill in the use of IT testing equipment and materials</li> <li>Must possess valid driver's license</li> <li>Ability to comply with all safety rules and regulations established by Charles County Public Schools</li> </ul>	

- Demonstrated ability to work professionally and discretely with extremely confidential information
- Excellent analytical, problem solving and troubleshooting abilities
- Self-motivated with the ability to work both independently and in a team environment
- Excellent customer service, communication (both written and verbal), and cross group collaboration skills required

**Certification Required:** \*OSHA-10 certification is required prior to start of employment. CCPS will pay for student to complete the online certification course.

**Related Instruction Course:** Introduction to Networks or CompTIA A+ 220-1101/220-1102

**Hours:** Monday – Friday. Hours are flexible to meet student's schedule during school year.

**Start Date:** August 28, 2023, potential for summer employment

**Wage:** \$15.00 - \$17.50 per hour

**Company:** Charles County Public Schools, Department of Technology

**Location:** Charles County, various schools

**# of positions Available:** 2

**Position:** **Groundsman Apprentice**

**Description:**

**RESPONSIBILITIES:**

- Learns and follows Co-op Safety Rules and Regulations, and becomes familiar with construction specifications.
- Learns the proper use of tools and techniques used in knot tying, hand lines and tackles.
- Learns how to assist crew by handling material, pulling wire, framing poles on ground, and other related ground duties.
- Learns where materials are stored on truck, and assists in keeping unit stocked with necessary materials, in an orderly manner.
- Loads and unloads material needed for daily assigned jobs; assists in disassembly of all retired material for charging back to stores.
- Keeps job site and truck clean and orderly, checking site for tools and material upon completion of job.
- Sets out traffic signs, flags traffic and operates automotive equipment as directed.



**Required Experience:** TBD

**Certification Required:** \*OSHA-10 certification is required prior to start of employment. CCPS will pay for student to complete online certification course if the student has not already obtained it in the CTE program.

**Related Instruction Course:** Electrical Construction 1

**Hours:** Monday – Friday. Hours are flexible to meet student's schedule during school year.

**Start Date:** June 30, 2023

**Wage:** \$15.00

**Company:** Southern Maryland Electric Cooperative (SMECO)

**Location:** Charles County

**# of positions Available:** 1

**Position:** **Operations Manager Apprentice**

**Description:**

As an Operations Manager Youth Apprentice, the student will learn the basic principles of the transportation industry, efficient cross-operations within the Charles County Public Schools Department of Transportation, effective leadership, communication, and relationship building skills.



**ESSENTIAL JOB FUNCTIONS**

The student is expected to provide great customer service, while learning the daily operation and functions of each department within the Department of Transportation (Routing, Customer Service, Bus Operations, and Finance).

**Required Experience:**

**QUALIFICATIONS**

- Possess positive human relation skills.
- Demonstrated aptitude for successful performance of duties and responsibilities listed below.

- o Good computer literacy skills
- o Exhibits ability to compile data accurately and concisely.
- o Capacity to work with pupils, teachers, parents, administrative personnel and visitors in a manner conducive to good working relationships.
- o Good oral and written communication skills.
- o Ability to collaborate with others, follow up and work independently.

**Certification Required:** n/a  
**Related Instruction Course:** Advanced Business Management or Principles of Accounting and Finance  
**Hours:** Monday – Friday. Two shifts available, 7am – 11am or 12pm – 4pm  
**Start Date:** June 20, 2023  
**Wage:** \$15.00 per hour  
**Company:** Charles County Public Schools, Department of Transportation  
**Location:** La Plata, MD  
**# of positions Available:** 2

**Position:** **Construction Apprentice**

**Description:** Students will learn basic carpentry skills, assist Superintendent/Assistant Superintendent on the jobsite as directed, learn how a building comes together and what a commercial general contractor does, assist in keeping the jobsite clean, learn about safety. Student must have ability to take direction and work independently.



**Required Experience:** Experience in a Construction, Electrical, Construction or Welding CTE pathway. Working in a confined space, general knowledge of construction and basic construction safety.

**Certification Required:** \*OSHA-10 certification is required prior to start of employment. CCPS will pay for student to complete online certification course if the student has not already obtained through CTE program.

**Related Instruction Course:** Principles of Construction Design, Electrical Construction 1, or Welding 1

**Hours:** Monday – Friday. Typical work shifts are 6am – 2pm or 7am – 3pm, hours are flexible to meet student's schedule during school year. If working in the afternoon, student must report to work no later than 11am on school days.

**Start Date:** June 20 – August 28, 2023, flexible

**Wage:** \$15 per hour, more dependent on assigned job site

**Company:** Scheibel Construction

**Location:** Multiple locations, Priority to remain in Charles County

**# of positions Available:** 1-2

**Position:** **Television and Multimedia Apprentice**

**Description:** Student will have a variety of experiences to learn about the media production process, develop skills and explore career choices in communications and multimedia production. Student will gain experiences with the following:



- Working as production support crew on studio shoots and field productions.
- Archiving and logging footage.
- Editing on Adobe Premiere/Final Cut Pro/assisting editors.
- Pre-production planning.
- Writing and scripting.
- Teleprompter operations.
- Lighting and grip work.
- Assisting with camera work and audio.
- Studio switching and directing.
- Recording and directing voice-over sessions.
- Learning technical skills alongside editors, camera operators, writers and producers.
- Creating news packages and website stories.
- Producing short videos for CCPS social media accounts.

**Required Experience:**

**EDUCATION AND WORK EXPERIENCE**

Student should have an interest in pursuing a career in multimedia/video production, communications or journalism. A preference will be given to students who are involved with their school's television station, newspaper or theatrical productions, as well as students who take television/multimedia classes.

**QUALIFICATIONS**

Candidates should have strong editing and writing skills and be willing to learn in a fast-paced environment. Adobe Premiere, iMovie or Final Cut Pro video editing experience is a plus. Student must possess strong organizational skills, be self-motivated and task driven, and must provide their own transportation.

**Certification Required:**

n/a

**Related Instruction Course:**

Interactive Media and Design I, Digital Media II, or Digital Print Production

**Hours:**

Monday – Friday. Hours are flexible to meet student's schedule during school year.

**Start Date:**

August 28, 2023

**Wage:**

\$15.00 per hour

**Company:**

Charles County Public Schools, Department of Communications

**Location:**

La Plata, MD

**# of positions Available:**

1

**END**