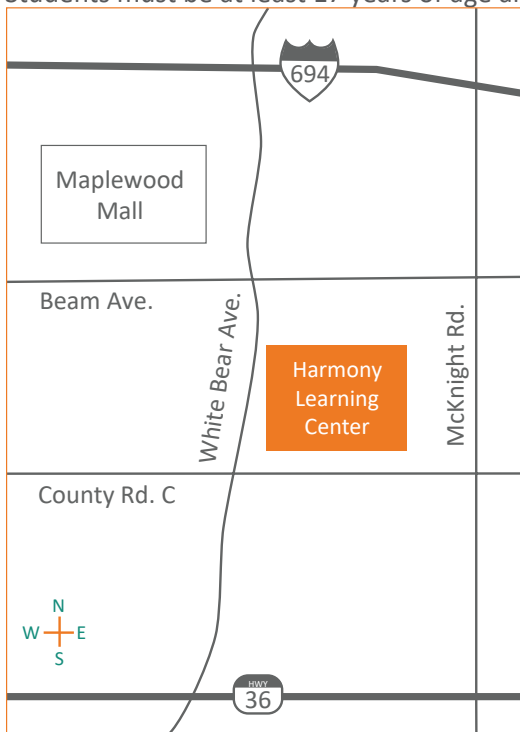




**TO REGISTER:** Registration takes 1–2½ hours and must be done in person at Harmony Learning Center, 1961 County Road C East, Maplewood, MN 55109 Monday–Thursday 9:00 am–8:00 pm or Friday 9:00 am–2:00 pm.

For more information or questions on the many free classes offered, GED Diploma, and testing, and how to register call 651-407-7501.

Students must be at least 17 years of age and not enrolled in another school.




# Harmony

## ADULT EDUCATION

Serving the School Districts of  
NORTH ST. PAUL-MAPLEWOOD-OAKDALE  
WHITE BEAR LAKE AREA  
MAHTOMEDI

### Harmony Learning Center

1961 County Rd. C East, Maplewood, MN 55109  
651-748-6208 | harmonyabe@isd622.org  
www.isd622.org/abe  /622ce

**Español** 651-592-5180    **Soomaali** 612-707-8439    **Hmoob** 612-757-0263

# CAREER

## Pathways



Harmony Adult Education trains adults in the fields of Information Technology (IT), School Paraprofessionals, Health Care, and School Bus Drivers. Classes are offered at **no cost to students**. These career fields have a variety of entry-level jobs and opportunities for growth.



**INFORMATION TECHNOLOGY (IT)**  
Careers



**PARAPROFESSIONAL**  
Careers



**HEALTH CARE**  
Careers



**SCHOOL BUS DRIVER**  
Careers







### BEGINNING COMPUTER

No matter how inexperienced or unfamiliar you are with computers, we can help develop your skills to improve your digital literacy. This class is for anyone, not just those pursuing information technology careers, and students may begin this course at any time.

### MICROSOFT OFFICE SPECIALIST

Earning a MOS certificate demonstrates to employers that you have the skills to use Microsoft Office software effectively. Having this certificate can mean a better job and better salary than uncertified peers. **Salary range:** \$32,000-\$65,000 per year

### ENTRY LEVEL HELPDESK

Following MOS certification, our curriculum prepares students for the CompTIA A+ certification. This certificate will qualify students to work in the IT field as Tier 1 Helpdesk Support Professionals. Credit articulations for these classes are available with Minneapolis Community and Technical College and Century College. **Salary range:** \$40,000-\$70,000 per year

CompTIA A+ Curriculum includes:

- Operating system installation & upgrading
- Installing & imaging virtual machines
- Data storage
- Peripheral devices
- Safety & maintenance
- Assembly & disassembly of hardware
- Computer networks
- Internet security
- Troubleshooting



### HEALTHCARE BRIDGE

Prepare to begin working in the health care field. This ongoing class covers the skills, terminology, and career options to prepare students to begin an entry-level health care career or continue with additional training as a Certified Nursing Assistant (CNA). We help workers find jobs with local senior housing, assisted living and memory care facilities. **Salary range:** \$30,000-\$50,000 per year

#### Entry Level Careers

- Home Health Aide (HHA)
- Housekeeper
- Laundry Aide
- Dietary/Culinary Assistant
- and more!

### CERTIFIED NURSING ASSISTANT

Gain the skills and certification to work as a CNA! This no-cost class\* is held afternoons and evenings at Harmony Learning Center and at Century College. Classes include 60 hours of mandatory classroom training and 16 hours of mandatory skills training. Upon completion of the class, students take a CNA test to become certified. Job placement assistance is available for students who successfully complete the program. **Salary range:** \$25,000-\$34,000 per year

Contact us to find out when the next session begins. Space is limited! Healthcare Bridge students are given first priority to secure a spot in a Nursing Assistant class. For more information, please call 651-748-6223.

*\*The class and certification test is offered at no cost to students. Students are responsible for purchasing a workbook (required) and scrubs (optional). On days when classes are at Century College, free transportation is available from Harmony.*



Paraprofessionals may work in a variety of positions in the school district including:

- Instructional Assistants
- Pupil Support Assistants
- Special Education Paraprofessionals
- Job Coaches
- Lunch Room and Playground Assistants
- Hall Monitors
- Media Center Assistants

Become a paraprofessional with our no-cost independent study program. Adults seeking employment as a paraprofessional are typically required to have an associate's degree or at least 60 college semester credits. The ParaPro test is an alternative way to satisfy this requirement.

Learn at your own pace with weekly access to a classroom and teacher at Harmony Learning Center, and free practice tests to monitor your progress. Official ParaPro testing is available onsite. Students are responsible for testing fees, but financial assistance may be available to those applying for positions in District 624. **Salary range:** \$30,000-\$45,000 per year

### HAVE THE SAME SCHEDULE AS YOUR CHILD!



Begin a career as a school bus driver in School District 624! If you do not have a valid Commercial Driver's License (CDL) and/or school bus endorsement, we will help you get it. Harmony Learning Center offers an independent, go-at-your-own-pace, teacher-supported study program for the written Commercial Driver's License (CDL) permit test. You may begin at any time, year round. There is no cost to apply, study, and train with us. Applicants are responsible for all permit test fees, road test fees, and license fees. **Salary range:** \$32,000-\$52,000 per year

### BENEFITS

- Bus drivers start at \$25.39 per hour
- Paid training
- Flexible schedule—work up to 6 hours per day in split shifts (*limited summer hours available*)
- Paid holidays and sick leave

### APPLICATION REQUIREMENTS

- 21 years of age or older
- Valid driver's license with no more than 3 moving violations in the past 3 years
- No DWI violations in the past 5 years
- Able to pass a DOT physical exam and drug screening
- Able to pass a criminal background check

### THE PROCESS

1. Submit online application ([www.isd624.org/employment](http://www.isd624.org/employment))
2. Interview with District 622 Transportation
  - driver's license record check
  - reference checks
3. Pass a Department of Transportation (DOT) physical exam
4. Pass a Minnesota Department of Public Safety school bus driver criminal background check and present clean and clear results to District 622 Transportation
5. Pass a pre-employment DOT drug screening
6. Pass 3 tests at a MN exam station to get a CDL permit
  - general CDL knowledge test
  - passenger endorsement test
  - school bus endorsement test
7. Receive a conditional offer of employment as a trainee (**\$22.05 per hour**). After additional classroom and behind-the-wheel training, pass the CDL road test and get promoted to a bus driver (**starting at \$25.39 per hour**).