

Job Skills Class



Moreno Valley Community Adult School

Purpose

This course helps to prepare students for the workplace.

Content

Goal setting, resume building, Interview skills, and introduction to various departments within the school district (ie: Custodial, Grounds, Nutrition Services, Transportation, Safety and Security, Instructional Assistant, Clerical, etc.)

Prerequisite to take the course

High School Diploma/
High School Equivalency or be working toward Equivalency.

Prerequisite to employment with MVUSD

Background Check/Drug Screen

Meeting Day/Times:

Mon. & Wed. 5p.m. to 7p.m.

First Term

Six classes sessions:
February 26, 2020 through
March 16, 2020

Second Term

Six classes sessions:
April 6, 2020 through
April 22, 2020

Third Term

Six classes sessions:
May 4, 2020 through
May 20, 2020

Great opportunities for all adult students including English Language Learners.