



## ADMINISTRATIVE DIRECTIVE

8.50.098-AD

### **EQUITY IN PUBLIC PURCHASING AND CONTRACTING: CAREER LEARNING EQUITY**

#### **I. PURPOSE**

The Equity in Public Contracting Board policy, 8.50.095-P, has three objectives:

- (1) Business Equity: The District will provide professional, supplier, construction and personal service purchasing and contracting opportunities to small businesses that have been historically under-utilized, including businesses owned by people of color and women.
- (2) Contractor Workforce Equity: The District will ensure apprenticeship opportunities in the construction trades and will promote construction employment opportunities for people of color and women.
- (3) Career Learning Equity: The District will continue to provide career learning opportunities for students, providing them exposure to various potential career paths, including, but not limited to, architecture, engineering and related services, legal and accounting services, as well as building trades and construction work.

Each of these objectives is operationalized by an Administrative Directive (AD). This is the Career Learning Equity AD. The other two directives are: Contractor Workforce Equity (8.50.097-AD) and Business Equity (8.50.096-AD).

#### **II. SCOPE – CAREER LEARNING EQUITY OBJECTIVE**

The intent of this Administrative Directive is to increase the numbers of students, in particular young people of color and young women, exposed to careers in construction, architecture, engineering, and related services.

All work in the implementation of this Administrative Directive will be in full consultation and alignment with the College and Career Readiness/ Career and Technical Education Program.

District contractors shall be required to offer Career Learning Opportunities to District students as follows:

- (1) All District construction contractors with contracts valued at or exceeding \$1,000,000 but less than \$25,000,000 will be required to offer at least four Career Learning opportunities to District students every year during the active term of the contract.



## ADMINISTRATIVE DIRECTIVE

8.50.098-AD

- (2) All District construction contractors with contracts valued at or exceeding \$25,000,000 will be required to offer at least six Career Learning opportunities to District students every year during the active term of the contract.
- (3) All District architecture, engineering, and related services contractors with contracts valued at or exceeding \$250,000 but less than \$1,000,000 will be required to offer at least two Career Learning opportunities to District students every year during the active term of the contract.
- (4) All District architecture, engineering, and related services contractors with contracts valued at or exceeding \$1,000,000 will be required to offer at least four Career Learning opportunities to District students every year during the active term of the contract.
- (5) Career Learning opportunities include, but are not limited to:
  - a) Guest Speaker – Contractor will visit a school and talk about the speaker's career including necessary education and skills.
  - b) Worksite Visits/Company Tours – Contractor will host a tour of the contractor's worksite or place of business for a group of students.
  - c) Job Shadows – Contractor will give a student, or a group of students, an inside look at a contractor representative's job and work environment.
  - d) Informational Interviews – Contractor will provide an opportunity for students to call, email, or visit business representatives to ask questions about contractor careers or industry.
  - e) Focused Career Days/Fairs – Contractor will host or participate in a career day or event that provides an in-depth overview to a group of students who have expressed interest in the contractor's industry.
  - f) Mock Interviews – Contractor will help students practice their interviewing skills before their initial job interview.
  - g) Extended Learning Opportunities (ELOs) – Contractor will coordinate with Career Coordinators and students to allow student interns to work on specific tasks at Contractor's place of business. ELOs can be paid or unpaid and managed in accordance with age-appropriate applicable laws and policies.
  - h) Project-Based Learning Activities – Contractor will work with Career Coordinators or teachers to help students develop a real-life project for



## **ADMINISTRATIVE DIRECTIVE**

**8.50.098-AD**

presentation and evaluation, providing students the experience of inquiry in response to a complex question, problem, or challenge.

- (6) The District will manage, track, and report on contractor and student career learning participation. Such tracking and reporting will include disaggregation of participating contractor and student demographics by race, ethnicity, and gender as well as school and program-based categories where possible.

### **III. RESPONSIBILITY AND ACCOUNTABILITY**

- (1) The District will review its performance under this directive every year.

Legal and Policy references: Equity in Public Contracting Board policy, 8.50.095-P; Contractor Workforce Equity, 8.50.097-AD; and Business Equity, 8.50.096-AD

History: Adopted 10/2013; Revised 8/2017, 5/2019, and 12/2024.