

Staffing & Enrollment

Staff Selection

- Successful PAES Labs are staffed with teachers and assistants who are comfortable removing their 'Teacher hat' and stepping into the role of 'Employer / Supervisor' where students become 'PAES Employees.'

"PAES is not a classroom... it's a job!"

- Successful PAES Labs are staffed with those who believe that students are capable of performing beyond current expectations and what traditional testing has revealed about them.

"We truly cannot know what students can do until... we give them a chance to try!"

Staff Consistency

- Successful PAES Labs have at least one PAES staff member who is assigned to manage all aspects of the PAES Lab for all PAES sessions.
- Responsibilities for the assigned staff member include:
 - ▶ Manage equipment/materials inventory for the 264 PAES Jobs
 - ▶ Monitor supplies and Job Box contents
 - ▶ Monitor assessment procedures conducted by all PAES staff
 - ▶ Oversee PAES-Scan Set-Up on mobile device and web applications
 - ▶ Oversee use of PAES assessment reports for transition planning.

Pupil Teacher Ratio

- **The recommended pupil-teacher-ratio (PTR) during the first semester of PAES implementation** is one trained staff person for every 3 to 5 PAES Employees. This allows staff to become proficient with PAES assessment procedures and familiar with 264 PAES Jobs. **Once staff are proficient with assessment procedures**, one staff member for every 4 to 5 PAES Employees with mild to moderate disabilities is a manageable PTR.
- **PAES Employees who have more significant needs tend to require more one-on-one assistance.** Additional staff support is needed to assess their potential when using PAES Subtask Assessment.

Student Scheduling Recommendations

- **PAES Employees are more likely to demonstrate their full potential** when assigned to participate in PAES every day for at least one semester.
- **PAES Employees need to spend a minimum of 60 to 80 hours** in the PAES Lab to obtain sufficient assessment data to identify employment potential.

Software – Computer – Hardware Requirements

Software Requirements (PAES Supervisor and Employee Computer needs)

- Internet Access
- Microsoft Office Software – MS Word, Excel, PowerPoint
- PAES-Scan mobile and web applications

Computer Requirements

Number of computers needed depends on the number of PAES Employees in the Lab:

One PC: 1 to 3 PAES Employees working in the Lab at the same time:

- **PAES Shared Employee and Supervisor Computer**

Two PC's: 4 to 5 PAES Employees working in the Lab at the same time:

- **1 PAES Employee computer**
- **PAES Supervisor computer**

Three PC's: 6 to 8 PAES Employees working in the Lab at the same time:

- **PAES Supervisor computer**
- **2 PAES Employee computers**

Four PC's: 9 to 10 PAES Employees working in the Lab at the same time:

- **PAES Supervisor computer**
- **3 PAES Employee computers**

Mobile Device Requirements

- 1 iPad or Android Tablet with v.5.1 or above, must have a 10" screen or larger.
- 1 Tablet per supervisor recommended
- 1 Tablet for check in station recommended

Hardware Requirements

- **1 printer** to use with PAES Employee computers

Facility Needs

- **Classroom space** that will accommodate:
 - ✓ 5 counter height worktables - PAES Employees stand while working
 - ✓ 1 heavy duty workbench
 - ✓ 4 small standard height worktables
 - ✓ 4 chairs for standard height worktables
- **Sink** with cold and hot water
- **Wall space** for the following:
 - ✓ PAES Posters (10 x 3 ft)
 - ✓ Bulletin board for PAES Rewards
 - ✓ Pegboard or tool cabinet for PAES hand tools
- **Space for PAES Shelving Units**
 - ✓ Approximately 25 feet of space for publisher provided shelving units that will contain:
 - PAES Job Boxes
 - PAES equipment and supplies
- **Internet** access for 3 computers and mobile device
 - ✓ 1 for PAES Supervisor - 2 for PAES Employees
 - ✓ 1 Mobile Tablet per Supervisor – 1 Tablet for Employee Clock in (optional)
- **10 Electrical Outlets** for the following:
 - ✓ 1 electric outlet for the PAES Check-In Station
 - ✓ 2 separate electric outlets for Business Marketing area
 - ✓ 2 separate electric outlets for Computer Technology area 1 electric outlet for Construction Industrial area
 - ✓ 4 separate electric outlets for Consumer Service area

PAES Check-In Station:

Mobile device with PAES-Scan app loaded for clock in and clock out

Business Marketing component:

Cash register Computer(s) Ten-key calculator

Computer Technology component:

Computer(s) and printer(s)

Construction Industrial component:

Ground Fault Circuit Interrupter for EP projects

Consumer Service component:

Microwave	Electric Mixer	Sewing Machine
Toaster Oven	Refrigerator	Electric Iron
Induction Cooker	Electric Grill	Electric Can Opener

Furniture and Equipment Needs

Pegboard or **tool cabinet** for PAES hand tools (optional) All hand tools are shipped in 3 labeled toolboxes.

5 or 6 Counter level worktables

PAES Employees stand while performing most PAES Jobs.

4 standard height small tables and **4 chairs** for the following items included in the PAES shipment:

Sewing machine

PAES Employees computer (s)

Ten-key calculator

PA – Pipe Assembly Tub

Bulletin board for PAES Rewards

6 to 8 ft of standard height counter space for the following items included in the PAES shipment:

Cash Register

Microwave

Toaster Oven

Induction Cooker

Electric Grill

Electric Can Opener

Electric Mixer

Refrigerator

Iron and Ironing Board