

# DeKalb Virtual Career Academy

## 2020 Youth Intern Manual



**CEO Michael L. Thurmond**  
**Chief Executive Officer, DeKalb County GA**



# **DeKalb Virtual Career Academy**

## **2020 Youth Intern Manual**

The DeKalb summer employment strategy known as “DeKalb Works”, was the vision of CEO Michael Thurmond and began in 2017. With the support of the Board of Commissioners, this innovative program has provided a hands-on work experience opportunity for over 1,100 DeKalb youth.

DeKalb CEO's 2020 Summer Youth Employment Program promises to be another success! In response to the COVID-19 health and economic crisis, the 2020 DeKalb Summer Youth Employment Program has been transformed into the DeKalb Virtual Career Academy. This unique experience is powered by DeKalb County Government, DeKalb County School District, Georgia Piedmont Technical College, Work Source DeKalb and other public and private partners who are committed to creating this opportunity to “Earn while you Learn”.

The virtual curriculum will offer academic enrichment courses, life skills and job readiness training in a structured virtual learning environment. Additionally, motivational speakers will engage, educate, and inspire participating youth.

While the primary mission of the DeKalb Summer Youth Employment program remains unchanged, the program has been revamped in response to the COVID-19 pandemic. The program, which runs from June 1 to July 31, will provide career development, education enrichment and summer income for 850 youth, ages 14 to 24. Participating youth will earn \$9.00 per hour during their enrollment in the virtual training academy, benefiting many DeKalb County youth and their families. Upon successful completion of the subsidized training, Interns will be recognized for their achievements, including earning a credential for some course offerings.

At the conclusion of the summer session, interns will virtually showcase their newly acquired skills and expertise.

We look forward to a positive, beneficial and fun summer learning experience.

Thank you for your cooperation and commitment to excel in the DeKalb Virtual Career Academy!

# DeKalb Virtual Career Academy

## 2020 Youth Intern Manual

The Work Source DeKalb staff and partners want to ensure your success as an Intern in this program. This manual has been developed to assist youth Interns in understanding the goals and objectives of the Summer Youth Initiative. Although the information contained herein will be explained to you, it is strongly urged that you thoroughly read this manual. Additionally, you will be assigned a Career Advisor who will be available to answer questions or discuss any concerns you have.

The Administrative Office and contacts for Work Source DeKalb are listed below:

### Work Source DeKalb

774 Jordan Lane, Building 4

Decatur, GA 30033

(404)687-3400

Mrs. Theresa Austin Gibbons  
Executive Director  
(404)371-6354

[TDAustin-Gibbons@dekalbcountyga.gov](mailto:TDAustin-Gibbons@dekalbcountyga.gov)

Mr. Robert Davis  
Deputy Director  
(404)687-3437

[Rddavis1@dekalbcountyga.gov](mailto:Rddavis1@dekalbcountyga.gov)

Dr. Desjane' Venable  
Workforce Manager  
[dvenable@dekalbcountyga.gov](mailto:dvenable@dekalbcountyga.gov)

Mrs. Jasmine Radford  
Employment Training Supervisor  
(470) 707-3051  
[jdcarr@dekalbcountyga.gov](mailto:jdcarr@dekalbcountyga.gov)

Ms. Mary Gilbert  
Employment and Training Analyst  
(404) 371-2316  
[mjgilber@dekalbcountyga.gov](mailto:mjgilber@dekalbcountyga.gov)

Ms. Cydney High  
Employment and Training Analyst  
(404) 687-3813  
[chigh@dekalbcountyga.gov](mailto:chigh@dekalbcountyga.gov)

Mrs. Nikole Little  
Employment and Training Analyst  
(404)371-3093  
[nlittle@dekalbcountyga.gov](mailto:nlittle@dekalbcountyga.gov)

Ms. Denise Kenner  
Employment and Training Analyst  
Sr.  
(404) 687-3401  
[Dkenner@dekalbcountyga.gov](mailto:Dkenner@dekalbcountyga.gov)

Mrs. Angela Owens  
Employment and Training Analyst  
(404) 687-3911  
[Asowens1@dekalbcountyga.gov](mailto:Asowens1@dekalbcountyga.gov)

# DeKalb Virtual Career Academy

## 2020 Youth Intern Manual

### Table of Contents

<b>I. Introduction</b> .....	1
<b>A. Goals and Objectives</b> .....	1
<b>B. Program Design</b> .....	1
<b>C. Placement Process</b> .....	1
<b>D. Counseling</b> .....	2
<b>E. Online Training</b> .....	2
<b>II. DVCA VIRTUAL COMPONENTS</b> .....	2
<b>A. Academic Enrichment</b> .....	2
<b>B. Academic Counseling and Support</b> .....	3
<b>C. Career Preparation Training</b> .....	3
<b>D. Credentialing Training Component</b> .....	3
<b>E. GED/ Remedial Prep</b> .....	3
<b>F. Motivational / Empowerment Support</b> .....	3
<b>III. Program Rules and Expectations</b> .....	4
<b>A. Interaction/Engagement</b> .....	4
<b>B. Reporting Technical Issues</b> .....	4
<b>C. Hours of Participation</b> .....	4
<b>D. Verification of Attendance</b> .....	4
<b>E. Tardy/Absences</b> .....	4
<b>F. Absenteeism</b> .....	4
<b>G. Your Rights</b> .....	4
<b>H. Disciplinary Actions for Cause</b> .....	5
<b>I. Review and Consideration of Disciplinary Action:</b> .....	5
<b>J. Sexual Harassment</b> .....	6
<b>IV. Wages and Benefits</b> .....	6
<b>A. Credit Enhancers</b> .....	7
<b>V. TIPS FOR SUCCESS</b> .....	8

<b>A. Virtual Computer Etiquette.....</b>	<b>8</b>
<b>B. Timeliness .....</b>	<b>8</b>
<b>C. "Practice "Netiquette" .....</b>	<b>8</b>
<b>D. Listen and ask questions .....</b>	<b>8</b>
<b>E. Manage your time wisely.....</b>	<b>8</b>
<b>F. Resolve problems .....</b>	<b>8</b>
<b>G. Do your best.....</b>	<b>8</b>
<b>H. Make wise choices .....</b>	<b>8</b>
<b>VI. ATTACHMENTS.....</b>	<b>9</b>
<b>A. What's Next? .....</b>	<b>9</b>
<b>B. Resource Directory .....</b>	<b>10</b>
<b>C. Technical Support.....</b>	<b>15</b>
<b>D. VERGE QUICK REFERENCE SHEET.....</b>	<b>16</b>

# DeKalb Virtual Career Academy

## 2020 Youth Intern Manual

### I. Introduction

Congratulations! You have been accepted into the inaugural class of the **2020 DeKalb Virtual Career Academy (DCVA)**. DeKalb County is committed to enhancing educational and career development opportunities for our youth and younger adults. DVCA's innovative curriculum will provide you with the opportunity to attain important life skills while earning a paycheck. Certain guidelines have been established during your participation in the online training program. DVCA aims to provide youth an exposure to a work environment through online training, academic enrichment, and the enhancement life and career development skills

The DeKalb Virtual Career Academy has been designed with the following goals and objectives in mind:

#### A. Goals and Objectives

1. Provide a virtual work experience for youth.
2. Acquaint youth with the work environment in such a way as to enhance and stimulate their attitudes toward employment responsibilities.
3. Provide youth the opportunity to explore potential career fields and to develop marketable skills through online work training.
4. Encourage youth to continue their education in high school or college and supplementary or alternative school programs by familiarizing them with the educational requirements of a variety of jobs.
5. Provide youth financial assistance through online work training and academic enrichment.
6. Enhance the basic educational skills of youth through the provision of academic enrichment classes.
7. Assist youth in acquiring basic work competencies and discipline, e.g. punctuality and reliability regarding attendance; responding to supervision and direction; cooperating with others in team efforts; and delivering quality work products and services.

#### B. Program Design

The primary focus of the DeKalb Virtual Career Academy (DVCA) will be to close achievement gaps and offer counseling and support to youth and their parents. The Academy will also afford Interns the opportunity to "*Earn while they Learn.*"

Additionally, youth will have access to weekly career and academic coaching sessions.

#### C. Placement Process

WorkSource will assign youth based upon information on the application and input from DeKalb County High Schools and Georgia Piedmont Technical College. Your age, career

interest, and educational history were taken into consideration when assigning you to a course. Your willingness to fully participate is critical component to successfully complete the online training.

If you have a question regarding your tasks, please remember to **ASK QUESTIONS!** Always, do your job well and use this experience as building block for future training and employment. Most importantly, remember that training in the DeKalb Virtual Career Academy is an opportunity to enhance your academics and sharpen your life and career skills. The attitude you have toward your online work training is most important. Having a successful work experience begins with you. **You can make it happen. You are the key!**

#### **D. Counseling**

Each intern has an assigned career advisor. Your career advisor will counsel you during your online training and help you with any problems you may have. Your career advisor is available to support your participation in the online training program, provide constructive feedback, and assist you in any manner necessary so that you can successfully complete the program. The career advisor will work with you and your instructor to help during the training. **Get to know your career advisor – we care about you!**

#### **E. Online Training**

DVCA's curriculum will mirror the experience students receive in a traditional classroom setting. Interns will enroll in core courses designed for their cohort. Course offerings will be based on the academic needs of the individual intern. DeKalb County Schools' VERGE, an established virtual platform, the district's educational platform, and other assessment tools will track student participation and educational gains to provide statistical analysis of student growth and achievement.

Certified DCSD teachers will focus on academic enrichment and WorkSource DeKalb professionals will provide life skills/job readiness training. In addition, the program will recruit motivational speakers from the public and private sectors to engage, educate and inspire participating youth.

The virtual curriculum also includes a credentialing component. Interns who complete the academic and job readiness track will be able to select career training and work readiness offerings during the training period.

The (DVCA) Program offers a combination of career exploration workshops, life skills training, and academic enrichment.

## **II. DVCA VIRTUAL COMPONENTS**

### **A. Academic Enrichment**

1. Address specific learning needs of DeKalb's students.
2. Provide targeted educational support in the basic skills area of reading, writing and mathematics.

3. Review educational competencies missed, or not as thoroughly reviewed, as a result of the interrupted school year.

#### **B. Academic Counseling and Support**

1. Provide virtual one-on-one guidance sessions with students and parents to discuss academic needs, challenges, and successes.
2. Plan an educational strategy and provide educational advisement for the student's 2020-2021 school year.
3. Provide coaching, support and referral, as needed, for youth and their families struggling with issues which may inhibit the student's educational success, for example, discipline issues such as anger management, unruly behavior, difficulties in complying with codes of ethics and standards of conduct.

#### **C. Career Preparation Training**

1. Work Readiness and Life Skills Training
2. Interviewing Skills
3. Resume Development and Writing
4. Career Planning/ Pathway Options
5. Dress for Success
6. Leadership/Professional Development
7. Entrepreneurship
8. Financial Literacy

#### **D. Credentialing Training Component**

1. Provide industry-specific virtual training with a credentialing component. This will strengthen student occupational skill sets and enhance future employment opportunities. Course offerings include:
  - ACER Certification Chrome Tablet Repair
  - Introduction to Business Technology (Microsoft)
  - Introduction to Graphics Design (Web page design)
  - Programming, Apps, Games, and Society (Game Design)
  - Introduction to Healthcare Science

#### **E. GED/ Remedial Prep**

1. Aid out-of-school youth and other Interns in need of GED or basic remedial assistance.

#### **F. Motivational / Empowerment Support**

1. Engage motivational speakers and experts to enhance the learning experience for participating youth.
2. The focus of the speaker's bureau is to engage, inspire and energize students throughout the learning process.
3. The Academy will utilize music, art, dance, and other forms of art to incentivize participating youth.



### III. Program Rules and Expectations

All Interns are expected to follow the expectations and rules of the program and observe the policies and procedures of the DeKalb Virtual Training Academy.

- A. Interaction/Engagement:** DeKalb Virtual Career Academy Interns are expected to complete tasks in a timely manner. We ask that you maintain professionalism and respect while interacting and engaging in the DVCA. If for some reason you decide to withdraw from the DeKalb Virtual Career Academy, we ask that you contact your career advisor and provide an advanced notice if possible.
- B. Reporting Technical Issues:** Using technology such as a computer, internet, websites, etc. will be needed to successfully participate. In the event of technical difficulties, no matter how minor it may seem, please report the issues to your career advisor immediately. Importantly, you are asked to follow the protocol to address any computer/program relay needs.
- C. Hours of Participation:** Interns will be allowed to participate in online courses and activity daily from the hours of 8:30 a.m. and 1:30 p.m. Hours of work training are usually 3-4 hours per day, with a maximum of 20 hours per week, unless enhanced credit hours are earned. Exceptions or schedule variations should be coordinated with the career advisors.
- D. Verification of Attendance:** You are expected to log-in and participate on the virtual platform, VERGE as scheduled unless prior arrangements have been made. The VERGE platform will track your hours of participation daily and weekly. Your career advisor will review your participation. In addition, your career advisor will follow-up with you if there are any concerns regarding your participation based on the VERGE summary report.
- E. Tardy/Absences:** You should email your career advisor prior to the start of your regular scheduled time if you will be late or absent. **Reporting on time is expected.**
- F. Absenteeism:** Excessive absenteeism will require intervention from your career advisor. In the event you must be absent, it is your responsibility to email and call your career advisor and advise that you are unable to attend online training that day. All emails and calls should be made prior to the start of the training workday.

You may be allowed to “make-up” lost time if you are tardy or absent from online training for cause or other negotiated circumstances.

#### **G. Your Rights**

By signing the Media and Release of Information forms you have agreed to allow DeKalb County referred to as “the County” the irrevocable right to utilize your actual or likeness of your image or voice for Work Source DeKalb (WSD) approved photographs, videos, publications, internet, news and social media and web pages for special projects or publicly. Thank you for your cooperation!

## **Grievance Procedures and Civil Rights**

If you feel you have been treated unfairly, or have a grievance, first discuss the situation with career advisor. Most problems can be solved in this manner. If the problem is not solved, you may request a further review of your grievance be completed by the program administrator or his/her designee. In accordance with the Civil Rights Act, no one participating in the program will be discriminated against because of race, creed, sex, age, color, disability, national origin, religious or political affiliations. If you feel that you have been discriminated against, please notify your career advisor, or the program administrator.

**WSD Contact:** Mr. Robert Davis, Deputy Director 404-687-3437/

[Rddavis1@dekalbcountyga.gov](mailto:Rddavis1@dekalbcountyga.gov)

**H. Disciplinary Actions for Cause:** Violations of any of the program standards may result in disciplinary or corrective action. Examples of violations are as follows:

1. **Insubordination-** Failure to login daily to the VERGE system to participate in the online training and failure to respond the career advisor regarding your lack of participation.
2. **Unlawful Substance-** The possession, use of, or the sale of drugs, alcohol, inhalants, or pills while logged into the virtual environment and actively participating in the DVCA.
3. **Inappropriate Conduct-** Inappropriate presentation of self, violation of or the refusal to comply with the expectations and rules of DVCA, such as actions which threaten the safety, health, or respect of others while logged into the virtual environment.
4. **Punctuality-** Habitual tardiness, excessive absenteeism, or unauthorized absences.
5. **Possession of a Weapon(s) -** The possession of a weapon(s) while actively logged into the virtual environment and actively participating in the DVCA is prohibited. Such weapons are guns, knives, chucks, knuckles, razors etc...
6. **Training Performance-** It is important do your best, be prompt, and effectively execute task.
7. **Inappropriate Usage of Computers-** Interns are expected to use the internet responsibly and productively. Activities include research and educational tasks that may be found via the internet that would help a youth Intern effectively complete online training assignment. The use of pornographic material is prohibited. The use of social media is also prohibited unless the worksite has given permission for the usage of social media.

**I. Review and Consideration of Disciplinary Action:** If an intern violates a program standard, the issue will be discussed with the intern and their assigned career advisor, and when applicable, the instructor involved, will try to solve the problem. If no solution can be reached, a formal report will be submitted in writing for review by the DVCA Administrators. The intern will be given the opportunity to respond and be heard regarding the disciplinary actions and a recommended resolution will be determined and presented to the intern.

**J. Sexual Harassment:** DeKalb County is committed to a work environment in which all employees are treated with respect and dignity. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Sexual harassment may include a range of subtle and not so subtle advances and may involve individuals of the same or different gender.

Examples of Sexual harassment are:

1. Unwanted Sexual Advances
2. Sexual jokes
3. Verbal abuse of a sexual nature
4. Conversation about a person's body
5. Conversation about sex
6. Leering
7. Touching
8. Catcalling
9. Obscene gestures
10. Objects or pictures of a sexual nature (**including sending email or text**)

If you feel that you are a victim of sexual harassment, report it to your career advisor at WSD immediately. **ALL COMPLAINTS WILL BE INVESTIGATED.**

If you are found to be guilty of sexual harassment, you could be subject to reassignment, suspension without pay, or **TERMINATION.**

### **Sexual harassment will not be tolerated!**

## **IV. Wages and Benefits**

All Interns' checks will be issued to the intern via direct deposit or DeKalb County ADP WISE Pay Card only. The Intern will earn wages of \$9.00 per hour for up to 20 hours per week for six weeks, except as otherwise approved.

**Interns will receive a \$100 signing bonus for attending orientation.**

Hours of online work training are usually 3-4 hours per day, with a maximum of 20 hours per week, unless enhanced credit hours are earned. **WSD encourages you to have a checking or savings account so your pay can be direct deposited into your account. If you lose your DeKalb County ADP WISE Pay Card or do not receive your paycheck via direct deposit, please immediately notify your career advisor.**

**\*\*NOTE: Payroll deadlines and/or pay dates may change, depending on the DeKalb County holiday schedule. You will be informed of any changes. \*\***

### **Payroll Schedule for the DeKalb Virtual Career Academy**

- June 5, 2020 (Orientation Training Incentive Payment)
- June 19, 2020
- July 2, 2020
- July 17, 2020
- July 31, 2020

**All youth participating in DVCA, will receive compensation biweekly in alignment with the DeKalb County Payroll 2020 calendar.**

If you have any questions about your pay, or the pay procedure, ask your career advisor. You will not work on holidays and will not be paid for these days. ***There will be no exceptions***

**Social Security (FICA):** Payments will be deducted from your check. If you file exempt, no Federal or Georgia State tax will be deducted from your wages. The portion of social security you are required to pay will be deducted from your check as required by law.

**Unemployment Benefits:** You will not be eligible for unemployment benefits based on work in 2020 DeKalb Virtual Career Academy as this is a subsidized work experience/online training work program that pays compensation. If you have employment other than with 2020 DeKalb Virtual Career Academy, you should consult the Georgia Department of Labor for additional information and possible benefits.

- A. Credit Enhancers:** Students who elect to participate in additional training such as credit enhancers may receive added financial compensation up to but not more than \$100.00 per youth. Credit Enhancers will normally be scheduled on Fridays but may be arranged the Friday before the start of the next week. Such courses or activities will be identified and approved as such.

## V. TIPS FOR SUCCESS

- A. Virtual Computer Etiquette-** Please make sure that you are dressed in business casual attire and your background environment is visually appropriate while actively participating and logged in to the virtual training environment.
- B. Timeliness -** Being on time means being logged into your assigned course and performing your duties on time. If you know you are going to be late, let your career advisor know. If you have to be absent, let your career advisor know as soon as possible. For example: A doctor's appointment, going to court, or any family emergency. Remember, tardiness is not acceptable work behavior as it demonstrates disrespect and a lack of professionalism, which could lead to disciplinary action or possibly termination in a future employment setting.
- C. "Practice "Netiquette"-** in discussion board postings and emails. Be polite and respectful. Use good grammar and correct spelling. Do not write in all caps (it feels like you are shouting) and sign your name.
- D. Listen and ask questions-** Be sure that you know what your tasks are and how to do them correctly. While you are being trained and given instructions, listen carefully and ask all necessary questions. Do not be afraid to say, "I don't understand", "Show me how to complete the task". **Remember this is a training program.**
- E. Manage your time wisely -** Keep up with your tasks and online assessments (as applicable) and manage your time well. The online assessments allow us to access your knowledge and comprehension of the material presented.
- F. Resolve problems-** If you are having any type of problem, talk to your instructor and/or career advisor. We realize this is a difficult time in the world and in your life. Disappointment and change are challenging, so we encourage you to ask for help and talk with someone, if needed. We want to help you and we are invested in your future!!!
- G. Do your best-** Always do your best. Develop pride in doing a good job as it will reflect in your work!! We want you to enjoy this summer learning experience – relax and have fun!
- H. Make wise choices-** You will be faced with many challenges and decisions. How well you make good decisions determines how you succeed in life.

## VI. ATTACHMENTS

### A. What's Next?

#### When does training start?

- ✓ Training Classes Start on **Tuesday, June 2, 2020**
- ✓ Training Sessions:
  - Monday through Thursday - 8:30 AM – 1:30 PM
  - Fridays – Youth receive academic coaching, personal counseling, complete activities and /or credit enhancers

#### How do I access the training?

- ✓ 8:30 AM – 8:55AM - Log into the DeKalb County School District learning management system (VERGE platform)
- ✓ If you are a DeKalb County Student – Use your existing DeKalb School user ID and password
- ✓ If you are not a DeKalb County Student – You will receive an email notification from the DeKalb County School District detailing sign-in instructions for you to access the VERGE platform.

#### How do I know what training classes I will be in?

- ✓ You can view the VERGE system to see your personalized training schedule.

#### A sample schedule is noted below:

8:30 AM – 8:55 AM – Log in to VERGE

8:55 AM – 9:00 AM – Motivational Vitamin to start the day

9:00 AM - 9:40 AM – Academic Enrichment or GED session

9:40 AM – 11:10 AM – Career Technical & Agricultural Education (CTAE)

11:10 AM – 11:25 AM – Stretch Break

11:25 AM – 12:35 AM – Career Technical & Agricultural Education (CTAE)

12:35 AM – 1:30 PM – Career Development Empowerment Sessions

Our summer program is designed with youth in mind! We always appreciate your suggestions or feedback on how to improve the program for next year. If you have an idea, please write it down and submit it to your career advisor. We are looking forward to working with you and we wish you great success! If there is anything you need help with- **SPEAK UP!!!** We are listening and are here to help you.

Thank you for participating!

**B. Resource Directory**

<b>DeKalb Virtual Career Academy</b>				
<b>WSD Staff Contact Information</b>				
<b>Last Name</b>	<b>First Name</b>	<b>Position</b>	<b>Email Address</b>	<b>Specific Grade Level(s) or Content Area</b>
Handy	Regina	Career Advisor	Rbhandy@dekalbcountyga.gov	8th grade
Brown	Karson	Career Advisor	Kabrown@dekalbcountyga.gov	9th grade
Fuller	Audrey	Career Advisor	audfuller@dekalbcountyga.gov	10th grade
Radford	Jasmine	Youth Supervisor	Jdcarr@dekalbcountyga.gov	11th grade
Venable	Desjane	Workforce Development Manager	Dvenable@dekalbcountyga.gov	11th grade
Davis	Denise	Career Advisor	<a href="mailto:drdavis@dekalbcountyga.gov">drdavis@dekalbcountyga.gov</a>	12th grade
Radford	Jasmine	Youth Supervisor	Jdcarr@dekalbcountyga.gov	College Student/GED
Venable	Desjane	Workforce Development Manager	Dvenable@dekalbcountyga.gov	College Student/GED
Brown	Lakita	Accountant	Lrbrown@dekalbcountyga.gov	Finance
Handy	Imani	Workforce Intern	ilhandy@dekalbcountyga.gov	Finance
Owens	Sondra	Workforce Intern	sdowens@dekalbcountyga.gov	Finance

**\*If you have any questions or need assistance, please call the WorkSource DeKalb Help Desk at 404-687-3400\***

## DeKalb Virtual Career Academy

### Career Facilitator Staff Contact Information

Last Name	First Name	Position	Telephone Number	Email Address
Brown	Karson	<b>Career Facilitator</b>	(470) 877-8579	Kabrown@dekalbcountyga.gov
Burley-Black	Janice	<b>Career Facilitator</b>	(404) 388-4835	jbblack@dekalbcountyga.gov
Handy	Imani	<b>Career Facilitator</b>	(470) 877-0044	ilhandy@dekalbcountyga.gov
Handy	Regina	<b>Career Facilitator</b>	(470) 877-4886	Rbhandy@dekalbcountyga.gov
Henderson	JR	<b>Career Facilitator</b>	(404) 357-2701	jrhenderson@newsouthsmo.com
High	Cydney	<b>Career Facilitator</b>	(470) 542-3893	chigh@deklabcountyga.gov
Davis	Denise	<b>Career Facilitator</b>	(470) 446-5361	<a href="mailto:drdavis@dekalbcountyga.gov">drdavis@dekalbcountyga.gov</a>
Kenner	Denise	<b>Career Facilitator</b>	(470) 542-7386	dkenner@dekalbcountyga.gov
Little	Nikole	<b>Career Facilitator</b>	(404) 313-2051	nlittle@dekalbcountyga.gov
Owens	Angela	<b>Career Facilitator</b>	(470) 542-7389	asowens1@dekalbcountyga.gov

### DeKalb County Human Resources Training Team

Last Name	First Name	Position	Telephone Number	Email Address
Ransom	Benita	<b>HR Director</b>	470-542-9505	bcransom@dekalbcountyga.gov
Niles	Fabienne	<b>ED Manager</b>	770-355-3394	faniles@dekalbcountyga.gov
Swan	Ashley	<b>ED Specialist</b>	334-235-7295	abswan@dekalbcountyga.gov
Mack	Jami	<b>Trainer</b>	404-337-8613	jamack@dekalbcountyga.gov



## DeKalb Virtual Career Academy

### DeKalb County Schools Staff Contact Information

Last Name	First Name	Position	Email Address	Specific Grade Level(s) or Content Area
Bodiford	Nicole	Counselor	nicole_bodiford@dekalbschoolsga.org	12th grade
Bush	Rosalyn	Counselor	rosalyn_bush@dekalbschoolsga.org	8th grade
Coffey	Regina	Counselor	regina_coffey@dekalbschoolsga.org	12th grade & Adult Learners
Ellington	Anika	Counselor	anika_ellington@dekalbschoolsga.org	9th grade
Holloman	Anna	Counselor	anna_holloman@dekalbschoolsga.org	Adult Learners & Undeclared
Mickens	Tamika	Counselor	tamika_mickens@dekalbschoolsga.org	10th grade
Pinson	Angela	Counselor	angela_c_pinson@dekalbschoolsga.org	10th grade
Teague	Candace	Counselor	candace_teague@dekalbschoolsga.org	9th grade
Teague	Alicia	Counselor	alicia_fontanez@dekalbschoolsga.org	11th grade
White	Takiedra	Counselor	white_takiedra@dekalbschoolsga.org	8th grade
ACADEMIC ENRICHMENT TEACHERS				
Bibb	Kristen	Academic Enrichment Teacher	kristen_bibb@dekalbschoolsga.org	11th grade
Crank	Kathleen	Academic Enrichment Teacher	kathleen_crank@dekalbschoolsga.org	11th grade
Grate	Karen	Academic Enrichment Teacher	karen_grate@dekalbschoolsga.org	12th grade & Adult Learners
Gryne	Karen	Academic Enrichment Teacher	karen_gryne@dekalbschoolsga.org	12th grade & Adult Learners
McSwain	Tracy	Academic Enrichment Teacher	tracy_mcswain@dekalbschoolsga.org	10th grade
Momin	Dolatbanu	Academic Enrichment Teacher	dolatbanu_momin@dekalbschoolsga.org	8th grade & 9th grade

Randolph	Jernita	Academic Enrichment Teacher	jernita_m_randolph@dekalbschoolsga.org	8th grade & 9th grade
Sanchez	Isa	Academic Enrichment Teacher	isa_a_sanchez@dekalbschoolsga.org	8th grade & 9th grade
Smith	Kyara	Academic Enrichment Teacher	kyara_smith@dekalbschoolsga.org	10th grade
Sturdivant	Keyonna	Academic Enrichment Teacher	keyonna_sturdivant@dekalbschoolsga.org	8th grade & 9th grade
Williams Pittman	LaCresha	Academic Enrichment Teacher	lacresha_williams- pittman@dekalbschoolsga.org	12th grade & Adult Learners
Wynter	Felicia	Academic Enrichment Teacher	felicia_irving@dekalbschoolsga.org	10th grade
<b>CTAE TEACHERS</b>				
Amado	Tammy	CTAE Teacher	tammy_amado@dekalbschoolsga.org	Introduction to Business and Technology
Beebe	Natalie	CTAE Teacher	natalie_beebe@dekalbschoolsga.org	Introduction to Business and Technology
Bess	Kizzy	CTAE Teacher	kizzy_bess@dekalbschoolsga.org	Introduction to Digital Technology
Cheatham- Jones	Tanya	CTAE Teacher	tanya_cheatham- jones@dekalbschoolsga.org	Programing Games, Apps, and Society
Floyd	Edwina	CTAE Teacher	edwina_floyd@dekalbschoolsga.org	Programing Games, Apps, and Society
Francois	Adrienne	CTAE Teacher	adrienne_francois@dekalbschoolsga.org	Introduction to Digital Technology
Gray	Nicholous	CTAE Teacher	nicholous_gray@dekalbschoolsga.org	Healthcare Science
Harvey	Alicia	CTAE Teacher	alicia_harvey@dekalbschoolsga.org	Introduction to Digital Technology

Hesse	Marian	CTAE Teacher	marian_hesse@dekalbschoolsga.org	Information Technology Support (ACER)
Jackson	Shanice	CTAE Teacher	shanice_jackson@dekalbschoolsga.org	Introduction to Business and Technology
Jeffries	Shirron	CTAE Teacher	shirron_jeffries@dekalbschoolsga.org	Introduction to Digital Technology
Jeffries	Shirron	CTAE Teacher	shirron_jeffries@dekalbschoolsga.org	Programing Games, Apps, and Society
Leslie	Kenardo	CTAE Teacher	kenardo_leslie@dekalbschoolsga.org	Information Technology Support (ACER)
Michael	Nalini	CTAE Teacher	nalini_babb@dekalbschoolsga.org	Information Technology Support (ACER)
Miller	Heather	CTAE Teacher	heather_miller@dekalbschoolsga.org	Programing Games, Apps, and Society
Minter- Cummings	Tawanna	CTAE Teacher	tawanna_minter@dekalbschoolsga.org	Healthcare Science
Rainey	Tennille	CTAE Teacher	tennille_rainey@dekalbschoolsga.org	Healthcare Science
Strozier	Trinesia	CTAE Teacher	trinesia_strozier@dekalbschoolsga.org	Healthcare Science
Taggart	Sherri	CTAE Teacher	sherri_l_taggart@dekalbschoolsga.org	Introduction to Business and Technology
Thompson	Reginald	CTAE Teacher	reginald_thompson@dekalbschoolsga.org	Information Technology Support (ACER)
Thompson	Ezra	CTAE Teacher	ezra_m_thompson@dekalbschoolsga.org	Information Technology Support (ACER)
Wagner	Alisa	CTAE Teacher	alisa_m_wagner@dekalbschoolsga.org	Healthcare Science
Wall	Kisha	CTAE Teacher	kisha_wall@dekalbschoolsga.org	Programing Games, Apps, and Society

White	Tashina	CTAE Teacher	tashina_g_white@dekalbschoolsga.org	Introduction to Digital Technology
Willis	Tamara	CTAE Teacher	tamara_willis@dekalbschoolsga.org	Introduction to Business and Technology

**C. Technical Support**

**Verge Virtual Platform Support:** You may view additional resources or submit a ticket via the DCSD Virtual Learning Support Website: [www.dekalbschoolsga.org/virtual-learning-support](http://www.dekalbschoolsga.org/virtual-learning-support) or contact the DCSD IT Support Center at **678-676-1188**.

**DeKalb County IT:**

- Lakita Brown: [Lrbrown@dekalbcountyga.gov](mailto:Lrbrown@dekalbcountyga.gov), 404-687-3409 (Create Login and Passwords Resets for DeKalb County Issued Devices)
- Donnie Cantly: [DACantly@dekalbcountyga.gov](mailto:DACantly@dekalbcountyga.gov), 404-931-0365 (Create Login, Passwords Resets for DeKalb County Issued Devices)
- Michelle Vernon: [Mdvernon@dekalbcountyga.gov](mailto:Mdvernon@dekalbcountyga.gov), 404-371-2016 (Create Login, Passwords Resets and Hotspot support for DeKalb County Issued Devices)

## D. VERGE QUICK REFERENCE SHEET



# Navigating VERGE

## Quick Reference Sheet



### Navigate to the website

<https://dekalb.itslearning.com/>



DCSD Students will log in with their district account, as usual.

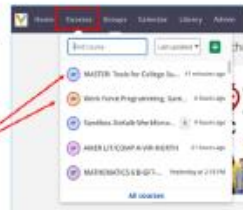
All other DCVA Scholars will click "Log in with itslearning".

### Access your Courses

Click Courses.

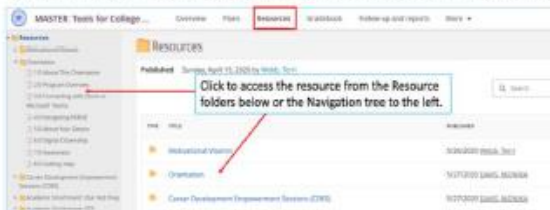
Locate your two courses.

- > Tools for College Success
- > CTAE Path Course



### Course Resource Tab

Your assignments can be found in the Resources section of the course. Resources can be placed in Folders to organize the content.



### Logging into VERGE

Enter your Username and Password

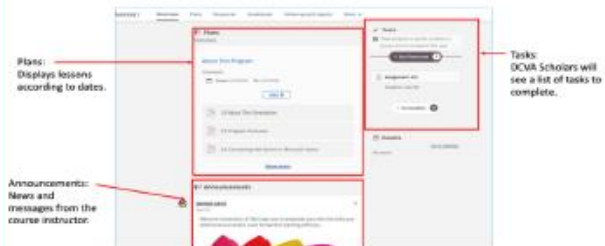


For DCVA Scholars who are **not** DCSD students, enter your username and password in this section.

Username is your email address. Your password will be the one that you set using the email.

Please Note: For DCVA Scholars who are currently DCSD students, you will **not** have to complete this step. You will automatically be directed to VERGE.

### Course Overview Page



### Messaging Feature

The messaging feature is where participants will communicate with their instructor in the course.



You may view additional resources or submit a ticket via the DCSD Virtual Learning Support

Website: [www.dekalbschoolsga.org/virtual-learning-support](http://www.dekalbschoolsga.org/virtual-learning-support)

- or -

contact the IT Support Center at **678-676-1188**

