

## Work Tech Course Description

This is a special education course for students that have the potential of participating in competitive employment after high school. The course is a full school year with the first semester spent in the classroom and the second semester in the community.

During the first semester, the students participate in the following:

- Completing interest inventories
- Participating in self-awareness activities
- Understanding desirable character development qualities
- Reading job advertisements
- Applying for a job
- Filling out an application
- Constructing a résumé
- Writing a cover/introduction letter
- Practicing interviewing skills
- Understanding and developing skills to keep the job

There are multiple requirements for the students to participate in the second semester of this course. **First**, the students must complete the first semester with a passing grade. **Second**, the students must maintain passing grades while participating at the jobsite. **Third**, students must apply for and interview with the Transition Coordinator and potential employer for the position. **Finally**, students must sign the necessary releases and obtain necessary letters of recommendation.

### Jobsite Description and Goals

Each student will have different goals for their participation in jobsites. Generally speaking, the students are working on those skills that are necessary in keeping a job. For example, arriving to work on time, dressing appropriately, being cooperative, following directions, being courteous to customers, and simply performing the job well are some of the skills that will be assessed. Evaluation of their employability skills will take place on a regular basis. Their rating on their employability skills will determine their grade for the class during the second semester.

Some of the students may require on-the-job support. This will be determined by the student's IEP team (Individual Educational Plan). The support will be provided by school staff. The goal of the support member is to allow the student to work as independently as possible, help them understand directions, complete work tasks successfully, and know when to ask for help, just to mention a few.

No student will receive pay from the employer, but will receive course credit toward graduation. Time at the place of employment will be defined by the school day, typically between 8 a.m. and 3 p.m.. Any time that the employer wants a student to work after this time, the employer must officially hire and pay the student.

Thank you for considering being a part of this program and helping students in our community. If you have any questions or concerns, please feel free to contact me.

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