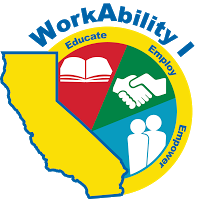
Capistrano Unified School District

WorkAbility 1

Career Preparation



**WorkAbility 1**

**Policies and Procedures**

**CUSD Vision**

An Unwavering commitment to student success

**CUSD Mission**

To prepare our students to meet the challenges of a rapidly changing world

**Mission of WorkAbility 1 (WA1)**

The mission of WA1 is to promote the involvement of key stake holders, including students, families, educators, employers, and other agencies in planning and implementing an array of services that will culminate in successful student transition to employment, life-long learning and quality adult life.

**Eligibility of WA1 Students**

Students with an active Individual Education Plan (I.E.P.) that attend a Capistrano Unified School District middle school or high school are eligible to receive services. These services, however, are not mandated by the I.E.P. and should not be confused with ***transition*** services which are a required component. Eligible students may receive some, many, or all school-based components, but **not** all eligible students will be placed in a paid work-based experience.

**Students Served through WA1**

Mandatory requirements for students that are considered Served through WA1:

* Career/Vocational assessments (Formal and informal evaluations of interests, skills ability, personality)
* Career Counseling and Guidance
* Partnership Collaboration or Parent Participation
* Pre Vocational Activities, and/or Career Preparation

**Students Placed through WA1**

Mandatory requirements for students that are considered Placed through WA1:

* Employment subsidized (WA1 paid) or unsubsidized (employer paid)
* Job Development
* Employment
* Job Retention
* Work site mentor/supervisor

Eligibility for Subsidized Employment:

* Students must have an active IEP
* Parent Consent
* Student must be at least 16 years old
* Student must have satisfactory attendance and academic performance in classes.
* Student completion of all necessary forms, time sheets and follow weekly work schedule.
* Student will call employer and notify Job Technician if unable to attend work.
* Student must demonstration a mature behavior and positive attitude toward employment
* Student must have reliable transportation to work site.

Enrollment Steps:

1. Receive approval and recommendation from teacher
2. Meet with site Job Technician to discuss options and review paperwork.
3. Complete Student Employment Packet

Paid Placement Policies:

* Paid employment (placement) is not a guarantee, but a privilege.
* Paid employment is determined on a year to year basis as determined by State Funding.
* Employment can be terminated at any time if it is determined by the Employer or WA1 Representative.
* The number of hours each student is paid is determined by the WA1 Administrator, which is based on State funds, experience, employer needs and structure of the program.
* A student is required to follow CUSD/WA1 guidelines and rules on and off campus.
* WA1 funds will not be used for additional holiday pay or overtime pay.
* A student must be at work on-time and work the entire shift unless let off early by their supervisor.
* A student will not work on any day he/she fails to attend school.
* A student must notify their employer and WA1 staff when he/she will be absent from work.
* An absence from work experience in excess of 3 times could lead to termination from WA1.
* Upon completion of the designated work experience hours it is the decision of the employer to hire the student. A permanent position is not guaranteed through WA1.

Eligibility for Unsubsidized Employment

* CUSD high school students with an active I.E.P. (Individual Education Plan).

**Array of Services**

Recruitment

Recruitment for Workability I (WAI) students is a process that is done throughout the year. Capistrano Unified School District (CUSD) WAI has developed brochures, flyers, Career Prep/Workability website, and other materials that advertises and define services that are available to special education students with active IEP’s, which includes, but is not limited to, WAI, Transition Partnership Program, Workforce Investment Act, College and Career Advantage (CCA), Work Experience Education (WEE), Career Technical Education career pathways, to name a few. These brochures and materials are distributed and/or spoken about at IEP meetings, parent meetings, classroom presentations, staff meetings, and mailed to all special education families for special education students. Recruitment and enrollment is specifically addressed at all IEP meetings. WAI Information is outlined in district Policy and Procedures.

There are a number of recruitment opportunities that are conducted at each of our High School campuses. CUSD Job Technicians are funded through WAI. They conduct several career workshops throughout the year on the high school campuses. These workshops promote career exploration, work readiness skills, and vocational development. The Job Technicians work closely with school staff, which consists of special education teachers, para-professionals, and school counselors, among other school staff.

CUSD Career Prep staff conducts several district wide events to promote WAI and other resources that are available to our special education students, families, and stakeholders. These events include Vendor nights, Special Education Symposiums, and summer career workshops.

Assessment

Various assessment tools and strategies are used for WAI students. Career interests, aptitudes, values, and individual student’s barriers to employment are assessed during the WAI period of eligibility. The goal of this continuous process is to match a student’s needs and skill level to employment interests and eventually employment itself if appropriate. All WAI students are assessed. Upon completion of various assessments, the results are shared with all stakeholders. The sharing of assessment results is done through IEP meetings, parent meetings, school staff meetings, access to website that contain result from the assessments, among other avenues of communication.

Assessments may include:

• Career assessment and planning class (CCP) opportunity for all high school students

• Unique Learning System (ULS) curriculum, which has a vocational/career interest component. This is used to help develop the Individual Transition plan in student’s IEPs

• Assessment using the Career Cruizing (Xello) and/or CDM available annually

• Career inventories and assessments

• Other assessment using similar tools is done through the TPP class for juniors and seniors

• Worksite, behavioral, social, and independent living assessments are conducted formally and informally as appropriate

• Transition/employment portfolios for students when appropriate

Counseling

Counseling is done at a variety of levels and through a number of resources beginning with WAI Job Technicians assigned to each of the school sites receiving WAI services. Job Technicians meet with classes and individual students at these sites discussing transition services and activities that are available and relate to the individual students. They also meet with teachers, school counselors, and other school staff to discuss how they can better serve students. Job Technicians are also in contact with parents and families as a resource.

There are several key areas that Career Prep staff and school staff work on with our students. The students are counseled on how to gain employment and more importantly how to keep employment. There are a number of aspects that go into gaining and keeping employment. First of all students are taught how to self-advocate. Students are also counseled on the various aspect of employment such as punctuality, honesty, hard work, just to name a few.

Career pathways are also an important aspect that students are counseled in. The ability to link their vocational and career training to post-school outcomes is vital. This is done a number of ways, which may include, Career Fairs, Career Workshops, District wide resource fairs, collaboration with CCA, WIA, Adult Ed., linkage with DOR TPP, linkage to post-secondary opportunities (military, community college, vocational training schools), college fair and local community college field trips, to name just a few integration opportunities.

Pre-employment skills training

Career development is addressed through a variety of settings including: classroom, community, and employment activities. Services are given based on individual need through individual and group activities. Employability skill development focuses on problem-solving, reasoning, communication skills, social skills, and decision making. Occupational skills are given through classroom instruction and/or on the job. This instruction includes many additional community activities such as mobility training and social skills generalization, field trips to colleges that host career fairs, guest speakers and other resources, Field Trips planned to local community college as part of the “College Advantage Program”, which helps special education students enroll in college and gain special access to the college. A number of our Job Shadow days have resulted in students gaining employment at various businesses where the job shadows took place.

Instruction is these areas are given by teachers and WAI staff. Additional support activities are provided on our high school campuses such as guest speakers and career oriented assemblies. The WAI, the Transition Partnership Program sponsored classes, Project Mission (Collaborative internship between Mission Hospital and CUSD Career Prep), CCA, Adult Transition Program (ATP) classes and staff, collaborate in providing these services. The 21st Century Life and Employment skills and various other curriculum and resources are used as classroom instruction of these skills with instructional support.

Vocational Training

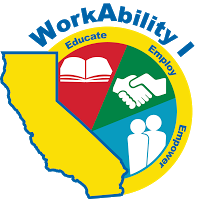
Job Technicians on our high school campuses conduct numerous career/vocational workshops that concentrate on resume building, portfolio building, mock interviews, social and interpersonal skills, and other skills that are needed for vocational development.

WAI students participate in career exploration by accessing work-based learning opportunities directed by the student’s individual career assessment information. Job shadowing, internship paid and non - paid, job sight tours and community service projects facilitate real world of work connections. Work experiences are made available through direct job placement, paid work experience at individual job sites, unpaid and volunteer experiences.

WAI students have the opportunity to do work training paid or unpaid at various work training sites that represent a number of different career pathways, such as; Health and Human Services, Retail, Restaurant and Food Industry, Information Technology, Clerical, Hospitality, to name just a few. Students are linked to possible career pathways through CCA, WAI, and our local Community Colleges. Using the High School setting, CCA, and Community College, students are able to take classes at all 3 or a variation of the 3 during high school. This gives them the opportunity to participate in career exploration, internships, and hands-on learning opportunities. It also helps to support the linkage between school based class work and the development of post-secondary goals for students.

**Interdisciplinary Advisory Committee**

CUSD WA1 utilizes the Orange County Adult Transition Task Force (OCATTF) as an advisory committees. This task force meets once a month and includes as its membership all relevant social service agencies, adult providers, parents, businesses, and other local school districts. Relevant topics are discussed regarding Transition and agendas covering current and future issues presented. Resources and information gained from the OCATTF are brought back to CUSD and integrated into our WA1 Program. CUSD WA1 staff also participates in the OCATTF Education Work Group. This subcommittee includes Orange County school districts, Regional Center, Mental Health, adult service provider, services agencies and Workability coordinators. The committee collaborates on WA1, TPP, Post-Secondary Education, employment, and grants.TheWA1 program administrator works with and attends Capistrano Advisory Committee (CAC) meetings. The CAC is comprised of special education parents and stakeholders within CUSD. The CAC helps parents to become educated about special education resources available to them, and to network and collaborate. Our advisory committees help our Career Prep dept. to become more informed and aware of ways that we can better meet our student’s needs, which is used to develop our department goals. CUSD has a strong collaborative relationship with Saddleback Community College. Part of this collaboration consist of the “College Advantage Program”. This gives CUSD special education students the opportunity to tour the campus, sign up for disable student services, and gain priority registration.



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