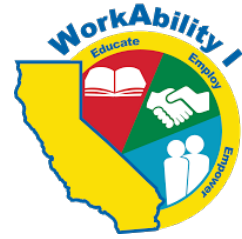




Saddleback Valley Unified School District

WorkAbility 1 Policies and Procedures **Middle School Program**





WorkAbility 1

Middle School Policies and Procedures

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 for WA1 Services

Students with an active Individual Education Plan (I.E.P.) who attend a Saddleback Valley Unified School District middle 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.

Recruitment

At the beginning of the year, the Middle School Case Manager meets with the special education team at each of the middle schools to explain the WA1 program. The Case Manger goes into selected special education classrooms and explains the WA1 program. All middle school students in special education receive WA1 services. Students who need more individualized services are either self-referred or referred by their special education teachers and/or IEP team for additional pre-employment skills.

Served School-Based Components

- Career/Vocational assessments (formal and informal evaluations of interests, skills, abilities, and personality)

- Career counseling and guidance
- Partnership collaboration or parent participation
- At least one of the following: Career Awareness Activities, Career Exploration Activities, and/or Career Preparation

Array of Services

Assessments

Middle school WA1 students are given formal assessments with a career interest inventory in the seventh grade and eighth grade. The WA1 Case Manager gives informal assessments through classroom instruction and discussion with the students, parents, and special education teachers. A copy of the assessment is given to the special education case carrier to utilize for transition planning. Data is shared with parents at annual IEP team meetings.

Career Cruising

Career Cruising is a self-directed computer program that is available to all WA1 middle school students. All accommodations are allowed, with no time constraints. Vocational interest areas are given, with Department of Labor and school training links provided. The Department of Labor link presents how much money different jobs make, hiring possibilities in their living area, as well as potential earnings. Students have access to the program at home or where they are able to further delve into their areas of interest. Data is stored from year to year so a student will have access from middle school until the end of high school/adult transition. WA1 and special education teachers have access to this data. They are able to monitor areas of interest and provide training, education, scholarship, and occupational information to students and their parents.

The Career Game, Explorer (Rick Trow Productions, 2015)

Explorer begins by asking questions that lead to the discovery of the thoughts, feelings, and events that hold clues to a student's future. The interest inventory is organized into areas similar to Dr. John Holland's RIASEC Hexagon, followed by wide screen spreads of likely careers, color-coded to match each student's list of favorites.

The Career Game, What Makes You Special (Rick Trow Productions, 2007)

What Makes You Special begins by asking questions that lead to the discovery of the thoughts, feelings, and events that hold hidden clues to a student's future. The interest inventory is organized into areas similar to Dr. John Holland's RIASEC

Hexagon. The final pages offer inspiration, motivation, and ideas for introductory career planning.

RIASEC Inventory (The Editors at Jist, 2008)

The RIASEC Inventory gives students a fast and informative way to explore occupations based on their interests. Students are then guided through the process of matching those interests to potential careers and are given suggestions for further research.

Counseling

The WA1 team works with each site's Guidance Department to ensure vocational information is provided to all WA1 students, in addition to what the WA1 Case Manager offers. Students meet individually with their special education teacher and school psychologist to discuss the transition from middle school to high school and post-secondary education or employment. They review what to expect in high school and the different graduation options. The counselor and/or ROP teacher discuss ROP options and other post-secondary trade programs.

The WA1 Case Manager provides pre-vocational counseling to students while discussing the results of assessments that have been given. They work with small groups to teach understanding of the students' disability, self-advocacy lessons, and what to expect in the work place. The WA1 Case Manager coordinates all of this information and provides it to the special education case carrier to assist in transition planning, which is shared with the parents and IEP team annually to ensure positive high school and post-school outcomes.

Career Awareness, Exploration, and Preparation Activities

The WA1 middle school case manager is integrated in the classroom where he/she provides direct instruction using vocational curriculum. Additional instructional resources and materials are purchased and provided for special education teachers. Additional lessons include following directions and social skills for the work place. The WA 1 Case Manager provides transition and pre-employment activities to all middle school special education students including the importance of working, the relationship between school/training and work, how to self-advocate at school, and volunteerism as a precursor to working.

Community-based instruction is utilized for practicing the skills students have learned in the classroom. Field trips to local businesses reinforce the skills needed for the work place. Representatives from local business partners come to the schools and provide

additional information regarding skills needed for entry level positions. Activities and sample work are provided to the parent at the IEP team meeting.

Classes that are required for different careers are discussed and students are provided time to research careers and required classes on the computer. Graduating eighth graders take a field trip to their high school where different diploma paths and required classes and available electives are presented. The ROP and CTE courses' teachers explain their programs. Eighth graders complete registration forms where they choose electives for high school. These electives often times include pre-vocational classes such as wood shop, drawing, etc. More electives are available as the student progresses through high school. In preparation for their ITP when they turn 16, discussion of vocational goals and classwork or programs to help achieve meaningful post-secondary outcomes takes place between the special education teacher, the student, and the parent. The WA 1 Case Manager is available to attend IEPs to provide information to parents and the IEP team regarding pre-employment skills, career interests based on the assessment, vocational options, and available community services.

Partnerships

A Transition Planning Resource Directory for Orange County is available to students and families at all middle school sites. This guide provides information on a variety of adult day programs, community-based integrated work programs, and work activity/supported employment programs. Students can be referred to any of these programs or agencies through an IEP team or parent, teacher, or student referral. WA1 staff creates life-long connections for students with special needs by linking students and families with the following organizations: Dayle McIntosh Center, Regional Center of Orange County, Department of Rehabilitation, Cal Promise, Workforce Investment Opportunity Act, Social Security Administration, Orange County Health Care, etc. Many of the agencies are included in the Resource Directory. A brochure outlining the services that Career Start offers is available at all of the schools.

Interdisciplinary Advisory Committee

Career Start staff participates in a sizeable interagency committee to enhance our project goals. The Orange County Adult Transition Task Force meets once per month with community stakeholders from Department of Rehabilitation, Regional Center of Orange County, Social Security Administration, Orange County Department of Education, Goodwill, Vocational Visions, business partners, community college representatives, other school districts, and parents. This team discusses current legislation in the labor market and local issues relating to transition and WA1. It is an ideal forum to create community partnerships not only with businesses, but with other school districts and service agencies. Information from this meeting is taken back and shared with the transition team and WA1 staff.

The Program Specialist is a member of the Career Technical Education Perkins Advisory Committee which meets to discuss the state of the industry for job growth, industry certifications, latest trends, and youth issues in the work force. This is a multi-district committee.

The Program Specialist and Job Developer are members of the Business Advisory Committee which meets four times per year. The purpose of this meeting is to recognize and share our community partners and learn about other possible business partners. This committee is a multi-district committee.

The District Special Education Department convenes the Community Advisory Committee four times per year. The purpose of this committee is to advocate for effective Special Education programs and services. This committee is comprised of parents.

Several WA1 staff are members of the Saddleback College CAP Advisory Committee. The purpose of this group is to facilitate the smooth transition of students from the high school to community college program, with special emphasis on the services available for students with disabilities.

WorkAbility 1 Personnel

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| Erin Spillane | POSA | 949-830-5302 |
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This Policy and Procedures Manual will be reviewed yearly and updated as necessary.