

# WORK STUDY SERVICES

Trumbull County Educational Service Center's Work Study Program's services may include, but are not limited to:

- Job Search/Job Development
- In-School Work Experience
- Community Job Placement
- Agency Referrals
- Career Counseling
- Resume Development
- Vocational Evaluation
- Vocational/Technical Exploration
- Career & Technical Center Referrals
- Career & Technical Center Liaison
- Teacher Consultation
- Transition Planning
- Teacher Assistance with IEPs/Transition Plan
- Teacher Assistance with Employability Life-Skills Assessments (ELSAs)
- Development of Prevocational Skills
- Teacher Assistance with Employability Projects
- Job Shadowing
- Employability Skills Training
- Liaison between Home School, Businesses, and Agencies

Your Work Study Coordinator is:

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*Leading for Educational Excellence*

# WORK STUDY PROGRAM

## GUIDE FOR PARENTS

## **WORK STUDY SERVICES: AN OVERVIEW**

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Trumbull County Educational Service Center, in conjunction with 20 school districts in Trumbull County, makes Work Study Services available to all students in grades 9-12 who have an Individualized Education Program (IEP). Through a variety of services, the Work Study Program assists students in developing employability skills and making a successful transition from school to work. Participating students earn grades and credit toward graduation through employment. Work Study Coordinators provide students with ongoing support including periodic employer/coordinator evaluations of job performance, assistance with transition periods and interaction with community agencies. Our goal is to help prepare our students for productive lives within their families and communities.

## **VOCATIONAL EVALUATIONS**

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Our work study coordinators refer all 10th grade special needs students for a vocational evaluation. The evaluation is conducted at the Trumbull Career & Technical Center (formerly the TCJVS) or Gordon D. James Career Center. After the evaluation is completed, a post-evaluation conference (PEC), is held to share results. This conference assist students and parents in planning and preparing for the future.

## **VOCATIONAL/TECHNICAL PROGRAMMING**

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Students may elect to attend the Trumbull Career & Technical Center or Gordon D. James Career Center in their junior and senior year. Students continue to receive Work Study service after they are enrolled in a mainstream or special needs vocational program.

## **IN-SCHOOL WORK EXPERIENCES**

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Students in grades 9-12 may be eligible for in-school work experiences coordinated through the Work-Study Program.

## **COMMUNITY JOB PLACEMENT**

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Community job placement is designed to prepare students to become self-supporting, productive citizens. Students work in a job in the community while receiving course credit. Students must meet the following criteria:

- Be at least 16 years old -- usually in 11th or 12th grade.
- Demonstrate employability skills.
- Receive approval of the IEP team and the Work Study Coordinator.
- Be released from all or part of the school day to work.
- Obtain agreement from both parents and the employer, who must complete portions of the Work Study Contract before enrollment.

## **TRANSITION PLANNING**

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Transition planning is provided to assist special needs students ages 14-22 in moving from high school to the real world. Our work study coordinators work with students to examine various options including post-secondary education, community employment, continuing and adult education, adult service, independent living and community participation. For more additional information, ask your child's work study coordinator for the pamphlet, *Ideas for Transition*.

## **WORK STUDY BANQUET**

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All students are invited to attend the Annual Work Study Banquet in the spring of each year. At this banquet, students participating in in-school or paid work experience or vocational programming may receive an award for their performance.