



# Transition Services Department

## WorkAbility - Transition Partnership Project

Sequoia Union High School District – Special Education

480 James Avenue ♦ Redwood City California 94062 ♦ (650) 369-1411

### WORK BASED LEARNING SITE TRAINING AGREEMENT

The Workability Work Experience Program is a placement and training program for students with disabilities. The primary purpose of Workability (WA) is to provide students with entry level employment experiences, which will enable them to develop appropriate work habits and vocational skills to enhance the smooth transition from school to work. Both parties shall comply with all relevant federal, state and local statues, rules, and regulations pertaining to the employment of youth, e.g. Child Labor Laws. Department of Labor stipulations prohibit student participation in political, or sectarian, and any organized labor disputes while training payments are subsidized by WorkAbility. The responsibilities of the parties involved are detailed below:

### WORKABILITY JOB COACH RESPONSIBILITIES

1. Supervise the WA student trainee at the work site, assist the student to improve work performance, and assign the student to more responsible duties or positions as their qualifications improve.
2. Discuss the work performance of the WA student trainees with the site supervisor and WA vocational specialist and complete a written evaluation form on the individual placements.
3. The maximum supervision ratio will be one job coach to every four WA student trainees.

### SITE SUPERVISOR RESPONSIBILITIES

1. Inform the WA student trainee of rules, regulations, duties, and dress codes expected during work training.
2. Provide the tools, supplies, and equipment necessary to perform assigned work tasks in a safe and sanitary work environment.
3. In conjunction with WA vocational specialist, plan an appropriate variety of tasks/ responsibilities.
4. Inform other staff employed at the worksite about the program and insure staff that WA student trainee positions will not displace current staff.
5. With approval, provide supervision for a student that has met expectations of the employer and the requirements of competitive employment.

### WORKABILITY SPECIALIST/DISTRICT RESPONSIBILITIES

1. Orient the WA student trainee, supervisors, and parents of program rules and regulations.
2. Work closely with the employer to provide the WA student trainee with the maximum benefits of training; activities may include supplemental training, counseling, and job modification.
3. Provide additional support services as needed, such as travel training to job.
4. Provide work based training wages for hours worked and maintain attendance records.
5. Provide Worker's Compensation insurance coverage during the training period.
6. Coordinate work site follow up and monitoring of individual or group progress.

Both parties have discussed roles and responsibilities and agree to abide by the above agreement.

WORKSITE: <u>San Carlos School District</u>	SEQUOIA UNION HIGH SCHOOL DISTRICT
ADDRESS: <u>1200 Industrial Rd. #9</u>	PRINT NAME: <u>Katie Glatzel</u>
<u>San Carlos, CA 94070</u>	SIGNATURE: _____
PHONE: <u>650-590-5953</u>	TITLE: <u>WorkAbility Placement Specialist</u>
PRINT NAME: <u>Suzanne Webster Morris</u>	DATE: _____
SIGNATURE: <u>[Signature]</u>	PHONE: <u>(650) 369-1411, ext. 22362</u>
TITLE: <u>Director of Special Education</u>	START DATE: _____