



### **Purpose and Design**

The LPS Work Experience Program is designed to provide structured support to aid a student in one or all of the following activities: interest assessment, career exploration, skill development, employment search, and job acquisition. The amount of support and intervention is determined by each student's personal needs and long-term goals.

Thank you for participating in our program by providing a student with a work experience opportunity in your business. Your participation provides our young adults with invaluable employment training.

### **Program Expectations**

#### The Role of the Participating Student

- Show a desire to work
- Cooperate with the job coach, supervisor and co-workers
- Follow directions and accept constructive criticism
- Follow set routines and rules provided by the employer
- Adjust to changes in schedules and routines
- Be dependable in attendance and in assigned work
- Work as a volunteer or unpaid intern

#### The Role of the Job Coach

- Prepare, train, and support the high-school student or transition-age young adult working in an unpaid intern for your business
- Make on-the-job decisions regarding but not limited to socially appropriate behaviors for the employment site, effective communication styles for the job, strategies to complete each task satisfactorily, rules governing the particular site, and development of natural supports in the work environment
- Identify the needs of the workplace, how the student worker can meet those needs, and create job task analysis
- Gather data related to student progress, maintain logs, and participate in work evaluation.
- Facilitate communication between the student worker and their supervisors and co-workers
- Listen to and address concerns of the employer
- Assist the employer to expand or enhance the student's work experience to obtain student's greatest potential

#### The Role of the Employer

- Provide the student and job coach with job duties and explanation specific to the work environment
- Provide qualified and experienced staff to collaborate with the job coach and LPS work experience coordinator to expand the student's responsibilities as appropriate
- Provide constructive feedback to the student worker that allows them to improve their employment skills through verbal or written evaluations
- Consider providing a future employment reference for successful student workers
- Communicate any involvement concerns or problems to LPS work experience coordinator

Teaching Strategies for the Job Coach and Employer

- Model the employment tasks while the student worker is learning new skills
- Check for task completion and thoroughness as the student works
- Encourage the student worker to learn their own capabilities by expecting them to complete their job tasks as independently as possible
- Offer constructive feedback throughout the work shift that allows the student to complete task satisfactorily without the Job Coach or employer doing the work for the student worker
- Enforce natural consequences of the job site to help the student worker learn the realities of the workplace
- Fade supports as the student’s performance satisfies the expectations of employer and co-workers
- Help develop natural supports in the work place that will allow the student to integrate into a work environment

Please contact your Job Coach or Work Experience Coordinator with any comments, suggestions, or concerns.

Job Coach: \_\_\_\_\_ Number: \_\_\_\_\_

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Business Contact: \_\_\_\_\_ Number: \_\_\_\_\_