

Trumbull Career and Technical Center

JOB TRAINING II Course Syllabus

2011-2012 School Year

Submitted by:

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JOB TRAINING PROGRAM

PROGRAM PHILOSOPHY

TRUMBULL CAREER & TECHNICAL CENTER

PURPOSE/DESCRIPTION:

The Trumbull Career and Technical Center Job Training Program involves three components: The OPT 4 CITE Program (MRDD collaboration), Unpaid Community Job Internships, and Paid Employment. This syllabus will focus on Unpaid Job Internships and Paid Employment.

This diverse and individualized transition program is available to all young adults between the ages of 18 and 22, who have their academics completed. Candidates for this program access a community-based job-training program to improve future success in both supported and/or competitive employment. A student may choose to graduate with their home-school class, and delay taking their diploma, in order to obtain further attainment of employability skills.

This is an outcome-driven program, which matches students' interests, skills, and abilities to the local job market. Students are placed in paid employment with support, or at job training sites with the expectation of progressing to paid employment. Job Training can facilitate the transition between school and competitive employment with the coordination of service agencies.

PHILOSOPHY:

Our basic premise is that all people can (and should) work. The Job Training II Program seeks to provide quality, collaborative services for individuals to become employed, and productive members of the community.

PROGRAM GOALS

JOB TRAINING II PROGRAM TRUMBULL CAREER & TECHNICAL CENTER

COURSE GOALS:

The major skill areas covered during this course:

- Employability Skills
- On-The-Job-Related Skills
- Life Skills

Key elements for daily work development:

- a. Complete job application process/with or without assistance
- b. Demonstrate appropriate dress and personal hygiene
- c. Demonstrate good communication skills, including seeking assistance
- d. Attend work as scheduled and on time
- e. Demonstrate employability skills by meeting employer expectations
- f. Follow all company policies, procedures and safety regulations
- g. Complete tasks/job independently and efficiently
- h. Work cooperatively with co-workers and supervisors
- i. Use appropriate language and manners
- j. Participate in social and job support activities
- k. Acquire paid employment if achievable
- l. Job Shadowing occurs on a daily basis as students work with regular employees in an area business

PROGRAM DESCRIPTION

JOB TRAINING II PROGRAM TRUMBULL CAREER & TECHNICAL CENTER

PROGRAM OVERVIEW

Individuals in the Job Training II Program participate in community-based job training internships to ensure success in competitive employment. A student may choose to graduate with their home-school class, delay taking their diploma, yet participate in Job Training in order to obtain further attainment of employability and on-the-job skills. Job Training internships can help bridge the transition between school and competitive employment.

Individuals that attain paid employment may stay in this program and receive follow-along support services, including work monitoring, job adaptation, and coordination of adult services.

POPULATION TO BE SERVED

This diverse and individualized transition program is available to any and all young adults between the ages of 18 and 22 who have their academics completed and delay taking their diploma.

HOUSING OF THE PROGRAM

Unpaid Job Training interns come to T.C.T.C. on their home school buses, and are then transported by bus to the Eastwood Mall area. Various community businesses participate with the school by becoming job-training sites. Some of these include Global Fitness Center, Fairfield Inn, Big Lots, and JoAnn Fabrics.

Students may transition into paid employment and continue to receive support from the Job Training Coordinator. Their jobs could be at any area business.

SUPERVISOR OF THE PROGRAM

The Job Training Coordinator oversees the daily operation of the program, under the supervision of the Special Education Supervisor. Other community service agencies may be involved in the students' progression.

OCCUPATIONS ADDRESSED BY THE PROGRAM

Training sites are utilized based on the suitability to students' realistic job goals and potential. Some of the jobs could include housekeeping, maintenance, food service, stocking, packing, in the service industry, such as in hotels, stores, hospitals, nursing homes, groceries.

BASIC PROGRAM OPERATION/JOB SHADOWING

The Job Training Program is flexible and individualized to accommodate students' needs. Training occurs each weekday during the school year, on the job within an assigned time frame. Job Shadowing is a significant and daily portion of this program.

PROGRAM ASSESSMENT PLAN

Grades follow the TCTC grading policy and are given as percentages as follows:
TCTC grade scale

A	92-100%	Excellent
B	83-91%	above average, improving
C	74-82%	average, improving
D	66-73%	below average performance
F	0-65%	failure (no credit given)