

Community Work Assessment Program

RESPONSIBILITY SHEET

The Purpose of the Community Work Assessment Program is to help the student:

- * Explore Career Options
- * Gain job skills
- * Strengthen social and technical skills
- * Develop personal responsibility
- * Foster positive relationships with adults

The student will gain work experience without compensation, the student will just receive credit for participating in this class. Roles of the student will be detailed in an employment training agreement. This contract will be monitored by the local school district.

RESPONSIBILITY OF THE WORKSITE

1. Provide supervision of the student while they are at the work site.
2. Meet with school educational staff to develop a training agreement which includes varied activities and goals that the student will achieve.
3. Provide an evaluation of the student's progress based on standards set by the local school district and the employer.
4. Discuss with the student their strengths and weaknesses and give encouragement and recommendations for improvement.
5. Contact educational staff regarding any problems encountered relative to the student participant work performance.

RESPONSIBILITIES OF EDUCATIONAL STAFF

1. Contact employers regarding the program and secure the worksites.
2. Act as a liaison between employer and the school district.
3. Aid student in adjusting to the work routine.
4. Help student develop positive attitudes toward the employment and long-term career goals.
5. Work with employer to develop a training plan that enables the student participant to develop job skills.
6. Work closely with employer and student-participant to correlate classroom learning experiences with the work-site job, and to address problems that may arise in the course of work.

RESPONSIBILITIES AS A WORK-SITE STUDENT PARTICIPANT

1. My work is a direct part of my **school experience**. I understand that I am subject to the **same standards of conduct and attendance** on the job as in a regular classroom. I understand that I can be removed from my job for misconduct, or disregard of either company or school regulations.
2. In case of **illness**, I **will notify my employer** as soon as possible. If I am not in attendance at school, I will not go to work, unless approved by caseload teacher. I may not work during the time I belong in classes at school even if requested by my employer.
3. **Periodic checks** will be made on my school and work attendance.
4. My transportation to and from my job meets with the requirements of school and my parents. If I drive to the job, **I will not give others students' rides from the school area**.
5. I receive a **grade and credit** for this work-site experience; therefore I am subject to evaluation of my work performance. My caseload instructor will determine my grade based upon my employer and educational staff evaluation of my work performance.
6. **I will complete work assignments and time cards. I will turn them in as directed.**
7. I will not quit my job, or take any action that may affect my employment without the approval of my caseload teacher. I understand the **work-site job is a class** and the procedure to leave the job would be the same as dropping a class.
8. If my work-site learning adversely affects my school performance, I will have my hours cut, or my **training halted until satisfactory performance** is indicated in my credit classes.

AS A SCHOOL PARTICIPANT IN WORK-SITE TRAINING, I accept the responsibilities toward my school and my employer. I realize that this program is a privilege, not a right and will be extended only so long as the conditions of the program are met. I have read all the above items and my signature below indicates that I understand them and will comply with them.

Date _____ Student _____

Date _____ Parent/Guardian _____