

COMPETITIVE EMPLOYMENT TIMELINE

Transition within this document refers to options/guidelines starting at the age of 14 for students with a disability. This document is a framework for discussion, as every student's situation is different. Be sure to involve your family, school counselor, case manager, and Transition Specialist in your planning process.

*** The following Transition Resource provides links to helpful websites for training opportunities: ***

<https://pwcs.edu/cms/One.aspx?portalId=340225&pageId=5282301>

Middle School

- ✓ Take Interest Inventories to begin exploring career interests and job categories, and research specific careers of interest using online resources
- ✓ Talk to your case manager about taking Employ classes in high school and register for Employ I if appropriate
- ✓ Attend high school specialty program open houses
- ✓ Attend the Prince William County Schools' Annual Transition Fair to meet community service vendors and attend disability related workshops

9th grade – 11 grade

- ✓ Work with your Transition Specialist and your IEP team to develop an individualized transition plan each year
- ✓ Take interest inventories to continue exploring career interests, job categories, and research specific careers of interest using online resources
- ✓ Take Employ classes (I – IV), if recommended and appropriate, to learn more about the world of work, and to practice job skills in the school and in the community
- ✓ Take sequential Career and Technical Education (CTE) electives and obtain any industry certifications that are available
- ✓ Volunteer at a local organization to explore interest areas, develop basic job skills, and learn more about your community
- ✓ Babysit, perform yard work, pet sit, etc. for trusted neighbors and friends to earn money and develop responsibility
- ✓ Conduct Informational Interviews with adult family members and friends to learn more about their job responsibilities and careers, and participate in any school and community opportunities to learn more about careers
- ✓ Shadow a family member or friend at work to learn first-hand the duties and responsibilities of their job

- ✓ Develop a resume
- ✓ Practice completing a job application online and on paper
- ✓ Practice interviewing strategies with family members or at school
- ✓ Apply for a part time and/or summer job when student and parent feel it is appropriate to gain customer service and basic job skills
- ✓ Participate in your IEP meeting annually to practice advocacy skills
- ✓ After age 16, and when 3 years prior to graduation, contact the Department of Rehabilitative Services (DARS) to explore vocational services that may be available such as job training, placement, and job coaching. The Transition Specialist can facilitate this referral if appropriate.
- ✓ Obtain Driver's Permit or research other transportation options available for future employment
- ✓ Attend the Prince William County Schools' Annual Transition Fair

12th grade

- ✓ Update your resume and highlight your paid and unpaid job experiences, and the career and technical education classes you completed
- ✓ Identify 3 adult (not related to you) who you can use as a reference on a job application
- ✓ Establish a job appropriate email address for your applications and future employers
- ✓ Obtain a part time or summer job if appropriate and seek additional responsibilities at work if already employed
- ✓ After age 17, contact the Workforce Innovation and Opportunity Act Youth Program (WIOA)/Skillsource if assistance is needed with career planning and job placement. Register for and attend an information sessions at the center closes to you (Manassas and Woodbridge). www.myskillsource.org
- ✓ Research job openings using online employment sites, job openings in newspapers and printed sources, through networking with friends and family members, and at local employment centers. Talk to your career counselor, transition specialist, and school counselor about other opportunities.
- ✓ Attend job and career fairs with copies of your resume
- ✓ Explore apprenticeship opportunities such as those available on Transition Resource Links
- ✓ Keep all appointments and maintain regular contact with DARS, if referred