

# **South Eastern Special Education**

## **STEP Program**

### **Job Description**

<b>Title</b>	Secondary Transitional Experience Program
<b>Department</b>	Transition
<b>Reports to</b>	Pre-Vocational Coordinator

### **Job summary**

STEP is a hands-on training/placement program that prepares students with disabilities for transition to employment and community participation during and after high school. Students acquire not only good work habits, but also employable skills.

### **Summary of essential job functions**

While the goal of the STEP Program is to assist students to prepare and/or train for gainful/employment upon graduation, there are also other advantages for the student. These include, but are not limited to:

- Students gain practical, “hands-on” experience;
- Students receive credit toward high school graduation;
- Students receive assistance in developing desirable work habits and realistic career goals;
- Students develop the social and personal skills need to maintain successful employment; and
- Students become clients of the Department of Human Services/Division of Rehabilitation Services.

### **Minimum requirements**

Based upon the following criteria, the Department of Rehabilitation Services determines who is eligible for the STEP Program. The basic requirements are:

- Minimum age of 16 and junior status;

- Presence of a physical or mental disability;
- Appropriate behavior in school and in the community;
- Passing all classes;
- Acceptable attendance (10 or fewer absences per semester); and
- The desire to participate in the program.

## **Abilities required**

The STEP Program consists of two components. The first component is a classroom course in which the student is taught vocational skills. Emphasis is placed on the acquisition of employable job skills.

The second component is the employment of the student. While the focus is on learning employable skills, consideration is given to placing a student in a field related to his/her interests and abilities as much as possible. Job-sites may be either on-campus or in the community. Students may also secure their own jobs and be paid through their employer.

## **Disclaimer**

The STEP Program is an application program. Upon acceptance into the STEP program, the student and his/her parent/guardian sign a contract agreeing to follow the rules and regulations of the STEP Program. Failure to follow the stated rules may result in termination from the STEP program.

## **Additional information**

<b>HR use only</b>	
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