Work Adjustment Training

Mustang High School

By: Cherie Miller
Mustang Transition Center Teacher
Mustang Job Training Center

• Is a transition program that provides a sequence of pre-vocational activities for high school mild-moderate disabled students.

• Our program at MHS provides simulated vocational training in the classroom as well as on the job training at local businesses.
Cont... Mustang Job Training Center

• This allows our students to gain skills necessary to become productive members of society through post-graduate employment.
Cont...Mustang Job Training Center

• Work adjustment training through Oklahoma Department of Rehabilitation Services (DRS) requires our curriculum to encompass job seeking skills, work habits, appropriate dress, grooming, communication skills, training for success to public transportation and work related skills which include counting, telling time, money management and travel.
Curriculum

JOB SEEKING SKILLS/ COMMUNICATION SKILLS:

- PCI’s Job Search program- Includes facts, forms, and role plays that cover:
  1) Choosing a job to apply for
  2) Responding to a job opening
  3) Filling out applications/resumes
  4) Interview process
WORK HABITS/DRESS AND GROOMING

✓ Attainment’s Connection in the Workplace-Social skills development program composed of 35 true-to-life job related novellas.

Includes: Vocabulary, Comprehension, and Reading skill development, all in a wide range of skills from non-verbal communication opportunities that provide practice in reading facial expressions and body language to close activities and essay type questions.
TIME MANAGEMENT/ MONEY SKILLS

• Time Clock
  • PCI’s Deluxe Banking Program
• Token Economy System

 Classroom Store - students get a paycheck by earning points for every skill/task each week. They then have to sign it. Fill out their check register, and take it to the banker to cash their check. They then use that money to purchase items in the classroom store.
With the DRS funds, we have been able to purchase a copy machine, printers, and many other needed pieces of equipment to run this program. This equipment has provided for some REAL and APPROPRIATE office management skills.

- We do mass copy jobs for the City of Mustang Parks Recreation Dept.
- Mustang Public Schools (district-wide), and specifically for teachers in our building.
SIMULATED WORKSTATION IN THE CLASSROOM

**OFFICECOPY CENTER-**
This is where students do jobs with the 2 copy machines and do filing, sorting, collating, stapling, etc.

**GROCERY CENTER-**
Students practice matching UPC Codes, purchase items, check themselves out using the cash register, restocking the shelves.
TRAINING FOR ACCESS TO PUBLIC TRANSPORTATION

† Local, mock bus system

† OKC Metro Transit bus system
PUBLIC TRANSPORTATION UNIT

Unit includes the following lessons:

• Reading maps
• Reading community road signs
• Reading schedules
• Research of other major US cities with different kinds of transportation systems such as:
  ✓ Subways
  ✓ Trolleys
  ✓ Etc.
Mach Transportation

• Our program at Mustang has set up a Mach system that is designed to show bus schedules and each designated stop.

• This was a great learning experience for our students – We talked about the importance of having their schedule planned, the possibility of missing the bus and knowing what to do in that situation.
Mach Transportation Cont...

- In May, we went downtown OKC and rode the Metro Transit System

- We chose our itinerary with several destinations and transfers which included the bus and trolley systems.
We currently have 5 different businesses in Mustang that support our program by allowing our students to come work for them under the supervision of the teacher and/or assistant.

- Security Solutions Lock Ind. – various jobs
  - Often send assembly and office jobs back to school with us to complete in the Transition Center and then we return to them at a designated time.
- Walgreens – stock shelves
- Yucantán Tanning Salon – clean beds, fill lotion bottles, etc
- Alfredo’s Mexican Restaurant – Set-up before lunch
- We fold 400 pizza boxes weekly for Mazzio’s and Pizza Hut
Types of Training Provided

• Each student has a chore they are responsible for each week –
  • Cleaning up work spaces
  • Pet care
  • Washing Dishes
  • Preparing the snack for break time, etc...

Photo of a girl wiping down a restaurant table
Snack Time

Graphic of a girl measuring cheese and putting in shakers at a restaurant
Photo of male putting butter packets in dishes at restaurant
Service Learning

Photo of one male and two female sorting items at a restaurant
Alfredos Mexican

Photo of a female in an office
Photo of male and female student putting labels on papers and stuffing envelopes

Hard @ Work
Walgreens
Stocking Shelves

Photo of a male student stocking shelves with adult assistance
• My students are graded for each task/job/skill they are working on, daily. The following items are assessed in rubric form: quality, quantity, appearance, attitude.
Future Goals:

• Car Detailing
  – With our DRS funds we hope to be able to purchase a power washer and commercial vacuum.

• Bus Barn
  – sweep buses, clean windows, etc.

• laundry services

• baking services

• catering services

• gift wrapping services

• taking phone orders