

# STEP: Summer Transition Employment Program



# STEP

*is seeking qualified*



Teachers or Paraprofessionals  
for **summer job coaching employment**

STEP is a 4-week 'paid' summer work experience program for high school students with disabilities, ages 16-21.

Part-time employment is designed for each student based upon area of interest and availability.

Students can work up to 25 hours per week.

Weekly, students participate in 2.5 hours of professional development, team building session.

Students receive periodic job coaching by a teacher or para-professional as they navigate the world of work.

Students are required to complete BEST camp before participating in STEP.



Teachers or Paraprofessionals are needed to provide students with disabilities, ages 16-21, job coaching support as they navigate the world of work, while enrolled in STEP.

### Service Description:

Applicants must have experience in working with youth with disabilities in transition activities. Applicants are interviewed and hired by the University of Oklahoma as a temporary worker, with no benefits. The hourly position is estimated at 20-25 hours a week, for up to 6 weeks in June and July. Job development, student interviews and/or team meeting hours are available in April and May, up to 8-hours a week. Hourly rate is \$19 to \$22 per hour depending on certification. Mileage reimbursement is available. Applicants will support up to 10 students, at different businesses. Applicants must participate in BEST camp before the STEP work experience begins. The goal is to implement BEST camp and STEP from June 1 through July 31, 2022.



### Summary of Obligations:

- Collaboration and communication with all team members.
- Participate in student interviews to determine student support needs, skill level and job interests.
- Participate in job development to identify community job placements for student paid work experiences.
- Develop and deliver 2.5 hours of classroom employability training and/or activities, once a week - for 4-weeks, to enhance professional development.
- During first week of employment, provide each student 2-hours of intense support and/or training.
- After first week of employment, visit student worksite at least one-hour, one-time per week, during the remaining 3-week program period.
- Provide technical assistance and/or guidance to employers, co-workers and/or students as needed to increase learning and to maintain employment success.
- Provide assistance to employers, co-workers and/or students to complete timesheet and progress reports on a weekly basis.
- Must have a reliable vehicle and required vehicle insurance. Staff does not transport students.
- Must successfully complete the University's background screening requirements, Working with Minors training, and eligible to work in the U.S.