

Roles & Responsibilities

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| Partner | Potential Roles and Responsibilities |
| School administrators | * Identify and facilitate partner collaboration. * Set meeting agendas in collaboration with team. |
| Teachers  *general and special education; work experience coordinators* | * Conduct the discovery process with youth and complete the Positive Personal Profile. * Refer students to VR (WIOA expands the role of VR in transition to include Pre-Employment Transition Services beginning at age 14). * Partner with agencies to provide a wide variety of career exploration activities. * Partner on job development and placement activities. * Refer students to agencies or activities promoted by partnership (e.g., apprenticeships, postsecondary education and training). * Conduct employer outreach and networking activities as appropriate. * Arrange for work experience activities (including after school and summer work). * Ensure relevance of partnership activities to student educational goals, in order to help students connect what they learn from their work experiences to their school/course work. * Help students use what they learn from work experiences to inform the transition components of their IEP. * Engage families in the transition planning process. |
| Vocational Rehabilitation | * Inform families on benefits of students working. * Develop a communication structure with families to keep them informed of transition activities. * Provide pre-employment transition services in collaboration with other partners. * Complete the VR intake and develop an Individual Plan for Employment (IEP). * Provide guidance on post-secondary options and training opportunities for students. * Provide labor market information to inform transition planning for students. * Authorize and facilitate case services for job development and job coaching for eligible students. * Authorize and facilitate case services for accommodations and supports needed to support the success of work experiences and paid jobs. |
| Community Rehabilitation Providers | * Provide community based assessments/discovery to help inform transition planning. * Provide job development and placement activities. * Plan for and deliver workplace supports including job coaching. |

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| Partner | Potential Roles and Responsibilities |
| Postsecondary education and training programs | * Communicate and facilitate the education and training opportunities that tie to the student’s career goal(s). * Link student participation to course of study. * Offer and partner with secondary education on dual credit opportunities. |
| Business and employers | * Provide advice to educational partners about educational curriculum. * Participate in career development activities in the classroom (e.g., mock interviews, discussion on industry etc.). * Provide work experience opportunities. * Provide employment opportunities. * Network with other businesses/employers. |
| Workforce Development Centers | * Facilitate access to youth employment and/or generic workforce investment services. * Facilitate connections to applicable Jobs Center partners. * Support students in completing job related materials. |
| Family members | * Actively participate in the transition planning process. * Advocate for integrated employment and course of study and services that support this outcome. * Support and reinforce interdependence and employability skills at home. |