



BUTTE COUNTY SELPA
**COLLEGE & CAREER
PATHWAYS**

Procedures and Services
2024-2025



Dear Teachers and School Staff,

Welcome back!

As you can see, we are rebranding! We have received another augmentation of funding from the Department of Rehabilitation and wanted to create a program umbrella for both funding sources that did not discount the services from either one. As such, moving forward, we will function under the program title of College & Career Pathways for both the WorkAbility 1 and We Can Work Programs.

Our mission will remain the same under the rebranding: to build the pre-employment skills of students in special education throughout Butte County, and to support students through their high school transition. We will continue to accomplish this through partnership with you, the teachers, and with the support agencies available to us, such as Department of Rehabilitation and Far Northern Regional Center. We are building the capacity of our Local Partnership Agreement, and continue to look for partners in moving that forward, with the goal of expanding employment opportunities for individuals with ID/DD.

Our team has expanded this year! Please welcome Sean Miller to our team as a job developer. Sean comes with a diverse background in education and serving at-risk youth. He has worked in both general and special education, as well as a service coordinator for the Regional Center. With that, the job developer assigned to your school may change as we shift and reduce the case load of each team member. We have more funding this year than ever before for student work experiences, which is extremely exciting for us! We will continue to be available for mini-lessons in the classroom, focused on career readiness and transition. If you have something you would like, that isn't on that list, please let us know, as we love to develop new materials! I continue to be available for professional development in transition related topics and the curriculum or software available through our program.

We look forward to partnering with you for a great school year ahead! Please don't hesitate to reach out with any questions or if there is a way we can support you or your students!

Julie Romero

Julie Romero
College & Career Pathways Coordinator

College & Career Services Offered for 2024-2025:

Classroom Presentations: Presentations will be scheduled September through December 2024. 9th-12th graders will receive an introduction to College & Career presentation paired with a presentation relating to required soft skills, social skills, and pre-employment skills to assist in preparing students for competitive employment. These presentations are a part of our WorkAbility 1 grant requirement and are mandatory, even for students not interested in participating. We are required to inform them about the program and let them know they are eligible. We will schedule make-up presentations to reach students that are unable to attend the first time around starting in January.

Student Work Experience: Students can apply to participate in a work experience through either the WorkAbility 1 or We Can Work programs. For the WorkAbility 1 Program, students ages 14-15 can participate in a 10-hour introduction to work experience, or 16+ can participate in a work experience up to 45 hours. The We Can Work program allows up to 300 hours of work experience, with each student being initially granted 100 hours. To participate in We Can Work, the student must fill out a student services request for the Department of Rehabilitation. More details on this service are below, including eligibility and requirements.

CA Career Zone: We have purchased licenses for this web-based service. There are 800 licenses per year, and once a student has an account, it does not expire. We will not have to delete student accounts each year in order to stay under our license cap. Instead, we will have 800 brand new licenses each year to issue out to students, and graduated students will still have access. There are other new features with this site, including updated assessments, and localized employment data. Training is available by request. <https://bcoe.cacareerzone.org/>

The Big Interview: A web-based interview practice platform that uses video and AI to give the student feedback. It also has the ability to have classmates, teachers, parents and/or their job developer rate and give feedback on their interview. We have the ability to construct our own questions and adjust for ability level. <https://buttecountyselpa.biginterview.com/>. They have provided a [student guide](#) for us, and will provide training and technical support. I can also come and demo at each site if you are interested in using this platform.

Guest Speakers: College & Career staff will strive to provide guest speakers this year upon request by the teacher and availability of requested guest. Please email your assigned Job Developer to assist you with setting up a guest speaker of your choice.

Mini Lessons: Job developers are available for additional classroom presentations upon request. This offers a great opportunity to get the job developers back in the classroom and in front of the students to build relationship and rapport. Presentations will be one class period in duration, and can be provided on the following topics:

- Filling out employment documents: I-9 and W4 documents can be intimidating and frustrating for students. We will go through the documents and how to fill them out, explaining the different options.
- CA ID Card: We will bring copies of CA ID Card applications and pamphlets for classes interested in learning how to obtain these crucial IDs. We will walk through the application together and explain the process at the DMV including what other documents will be needed.
- Cash Handling/Register Training: We have working cash registers, as well as some plastic food and worksheets for students to gain experience and confidence in cash handling. We have several models for activities surrounding this, from partner driven activities for making change, to rotating groups of shoppers, checkers and register handling.
- Interview Practice: Group interview practice with guidelines and time permitting, individual practice. For a more challenging experience, interviews can be done in front of the class with discussion after.
- JENGA career game: Career and job readiness questions mixed with a game of giant Jenga, or several smaller games of Jenga make for a fun and educational lesson.
- Kahoot! Learning Games with career focus
- The Price is Right classroom games with real, local item prices
- Career Bingo: Career Exploration Activity, adaptable to different levels and abilities
- Hygiene and Professionalism
- Customer Service and phone skills

Transition Fair: College & Career Pathways is partnering with Butte County SELPA to offer a Parent University and Resource Fair each Spring. We will have vendors with information for our students and families along with fun prizes and activities, and classroom sessions on specific topics, including transition for parents to learn and ask questions.

12th Grade Transition Handbooks: College & Career Pathways will be offering a Transition Handbook printed and/or online for graduating seniors. This handbook will include the following resources: Local Resource Information (ex. Dept. of Rehabilitation, Far Northern, Alliance for Workforce Development, etc.), Local College Information, Personal Record Keeping Reminders, Employment Tips, Online Career Information, Budget Worksheet, and more! <https://buttecountyselpa.org/> (click “Our Services” and then click on WorkAbility). If you would like to receive any printed copies for your seniors, please send a request with the number desired, and we will happily print them out for you in color.

IEP Attendance: College & Career Pathways staff is available on a first-come, first-served basis to attend transition IEPs for seniors. We will bring program information for the parent/guardian, any work experience evaluations if they have participated in the program, as well as some transition resources, like the handbook, for them to take home.

Verification of Reduced Fee CA Identification Card: College & Career Pathways staff would like to encourage all students to apply for a California ID Card as students now must have a valid CA ID in order to cash their checks or open a bank account. We have a form for students who would like to obtain a CA ID card, but are in financial need which brings the fee down to \$8.00 (the parent and/or student is responsible for paying the \$8.00 DMV fee, not the program/school), or free for foster/homeless youth. Student must be eligible for free or reduced fee lunch. Please email Julie Romero (juromero@bcoe.org) or your job developer. Instructions for parents and students are notated on the reduced fee form, and a pamphlet will be provided with additional information and acceptable identification documents.

Facebook and Padlet Pages: College & Career Pathways staff manage several webpages with resources and materials. The Facebook page is intended for students and families to get information about local jobs or job fairs, articles relating to employment, and articles written by our local team. There are three Padlet pages. The first is intended for job developer and teacher use and contains CCP resources, such as the SSI Student Earned Income Exclusion description, the transition handbook and this year's powerpoint presentation. The second is for parent and student resources. The third is for the Local Partnership Agreement between our LEAs, DOR and Far Northern Regional Center for delivery of services to transition-age-youth.

- www.facebook.com/bcoeWorkAbility
- Teachers: <https://padlet.com/jromero07004/WorkAbility>
- Parents: <https://padlet.com/jromero07004/ButteWA1>
- LPA: <https://padlet.com/jromero07004/5CountiesLPA>

Materials and Supplies:

All material and/or supply requests need to be emailed to Julie Romero for approval (juromero@bcoe.org). Please provide a detailed summary of the purpose for each item being requested. Please be mindful that the College & Career Pathways (CCP) Program can provide only career and vocational based materials for high school students with current IEP's and should be used to supplement, ***not*** supplant district transition services.

CCP will strive to continue to provide proper work attire based only on dress requirements for their job placement and students who are in dire need. ***CCP is not funded to provide work attire for every student.*** Clothing purchases will be approved on a case-by-case basis.

CCP can provide bus passes for students to get to and from their work site as well as teacher career related field trips, with the intent of mobility training (a detailed summary must be provided and emailed to Julie Romero prior to purchase).

CCP keeps a library of curriculum and assessments, some to check out and return, and others that are consumable for the students to keep. The list below is what we have on hand at this time.

Current List of Student Resources/Assessments Available (Consumables):

- [IDEAS: Interest Determination, Exploration and Assessment System](#)
- [COPS II: Intermediate Inventory](#)
- [COPS Picture Interest Inventory](#)
- [CAPS Ability Battery](#)
- [Career Exploration Inventory](#) and [CEI-EZ](#)
- [Employability Skills Inventory](#)
- [Work Readiness Inventory](#)
- [Work Motivation Scale](#)
- [Careers for Me \(Special Needs, Plus and 2\)](#)
- [Self-Directed Search](#)
- [Quick Job Success Guide](#)
- [Career Planning and Educational Choices](#)
- [Career & Life Explorer](#)
- [Planning Transitions for Young People with Disabilities: A Workbook for Parents and Students](#)
- [Pre-Employment Transition Solution](#)
- [Barriers to Employment Success Inventory](#)
- [Getting the Job You Really Want Workbook](#)
- [COIN Career Targets](#)
- [Transition Ahead: Lesson Plans for Life Beyond High School](#)
- [Transitioning to Work: Using Untapped Strengths to Get a New Job, Further Your Education, or Find a Side Gig](#)
- [Transitioning to Work Inventory](#)
- [Ability Explorer](#)
- [Career Intake & Counseling Scale](#)
- [Career Personality Inventory](#)
- [Career Priorities Profile](#)
- [Picture Interest Career Survey](#)
- [Transferable Skills Scale](#)
- [Soft Skills Solutions](#)
- [Soft Skills Inventory](#)
- Life-Files: accordion portfolio for important documents, resumes, and achievements
- Resume Paper

Available for Check-Out:

- [Getting and Keeping a Good Job](#) (instructor's Resources CD and Students Workbooks)
- [James Stanfield's Transition Curriculum Series](#)
- [Work Assessments](#) (Stanfield)

- [LifeSmart JobSmart Curriculum](#) (Stanfield)
- [Making the Effort Curriculum](#) (Stanfield)
- [Attainment's DVD Series: Everybody's Working, Getting There, and It's All Part of the Job](#)
- [First Job Survival Skills Video Series](#) (Stanfield)
- [Get a Job Curriculum](#)
- [Job Ads and Career Paths Workbook](#)
- [Getting the Job You Really Want DVD Series](#) (10 videos)
- [Promoting Successful Transition to Adulthood for Students with Disabilities](#)
- [Get Ready, Get Set, Work! Preparing Individuals with Special Needs to Thrive in the Workplace](#)
- [Soft Skills Training: A Workbook to develop skills for employment](#)
- [Teaching Pre-employment skills to 14-17-Year-Olds: The Autism Works Now! Method](#)
- [Able to Work, Job Outlook](#)
- [Essentials of Transition Planning](#)
- [The ASD Independence Workbook](#)
- [Evidence-Based Instructional Strategies for Transition](#)
- [Demystifying Transition Assessment](#)
- [TPI-3: Transition Planning Inventory–Third Edition, Complete Kit](#)
- [Attainment supplemental material for PreETS curriculum and workbooks](#)
 - Explore Social Skills
 - Look 'n Cook Microwave
 - Explore Your Community
 - AT Profile
 - Health Advocacy Program
 - Whose Future is it?
 - Exploring Budgeting
 - Safety Skills Reader
 - Scripted Vocational Role Plays
 - Life Skill Stories
 - Aligning Life Skills to Academics
 - Living on your Own Survival Guide
 - Explore Personal Care

You may request samples of any items we keep in stock, and we will be happy to deliver them. We keep quite a bit of inventory on hand for each consumable, but please note, if large quantities are requested, or multiple requests come in at the same time, there may be a waiting period before you receive your supplies. If you would like to request something not on our list, please send the request via email for review to Julie Romero.

Work Experience:

Eligibility: To participate in a work experience, students must:

1. Be legally eligible to work in the US
2. Be able to obtain a work permit from their school (some have grades/attendance requirements)
3. For WorkAbility 1, students must be between the ages of 14 and 22, with a current IEP. For We Can Work, students must be between the ages of 16 and 22, with a current IEP or 504 Plan.
4. Student must be capable of working independently, as there are no job coaches available to support student workers on a job site, and must have access to transportation.
*There is an exception for our adult transition programs, as those classrooms are able to provide transportation and job coaching for their students.

Individual (white folder): Students who are 16 years of age and older are eligible to work up to 45 hours (WA1) or up to 300 hours (WCW) earning minimum wage. Student work experience sites are determined based on the student's interests and skills, as well as availability of local businesses to host a student. All students seeking an Individual Placement need to complete and submit the following documents and meet the below criteria:

1. Social Security Card (**Original needs to be seen by job developer** and copy submitted with folder. *If original cannot be obtained, an original birth certificate can be used and a copy of both the social security card and the birth certificate submitted with the folder.*)
2. Current picture identification (*ex. student ID, school record, CA ID, driver's license, passport, or military ID will be accepted*). **Original needs to be seen by job developer** and copy submitted with folder.
3. Copy of current IEP/504 Plan (Information/Eligibility page only for proof of program eligibility)
4. Student Work Experience Application
5. Current Resume
6. Verification of 90% school attendance
7. Work Permit Application for students under 18 (*student may pick this form up in their school attendance or counseling office*) **parent/guardian signature required**
8. Completed I-9 and W-4 Form
9. Completed Emergency Contact Information Form
10. Completed Film, Photography, and Video Permission Slip (**parent/guardian signature required**)
11. Completed Emergency Medical Form (**parent/guardian signature required**)
12. Completed Student Placement Contract (**parent/guardian signature required**)
13. Completed DR203 – Student Services Application *for WCW only* (**parent/guardian signature required**)
14. Completed DR260 – Release of Information *for WCW only* (**parent/guardian signature required**)

Teachers will need to complete the following forms for each student seeking an individual placement:

1. Student Job Readiness/Scans Evaluation

2. Student Pre-Employment Competency Checklist

Introductory Work Experience/Special Projects (red folder): Special Projects provide students an opportunity to gain introductory work experience. Special Projects may begin in September 2024 and will continue throughout the school year. The Job Developer assigned to your school is in charge of selecting the Special Projects for the year and giving teachers and students ample time to complete all necessary documents. Special projects are designed specifically for 14-15-year-old high school students (16 and older students who are not ready for an individual placement this year, may also apply for a special project). Special Projects will not exceed 10 hours of work experience, where the student will earn minimum wage. All students seeking a Special Project need to complete and submit the following documents:

1. Student Application (located on Special Project flyer) (parent/guardian signature required)
2. Social Security Card (Original needs to be seen by job developer and copy submitted with folder. *If original cannot be obtained, an original birth certificate can be used and a copy of each submitted with the folder*).
3. Copy of current picture identification (*ex. student ID, school record, CA ID, driver's license, passport, or military ID will be accepted*). Original needs to be seen by job developer.
4. Copy of current IEP (information/eligibility page only)
5. Completed Work Permit Application (*student may pick this form up in their school attendance or counseling office*) (parent/guardian signature required)
6. Completed I-9 and W-4 Form
7. Completed Emergency Contact Information Form
8. Completed Film, Photography, and Video Permission Slip (parent/guardian signature required)
9. Completed Emergency Medical Form (parent/guardian signature required)
10. Completed Student Placement Contract (parent/guardian signature required)

***Students are not allowed to be paid while earning school credit per education code. If a student is working during school hours, they must not be earning academic credit at the same time (this would equate to paying a student to go to school).**

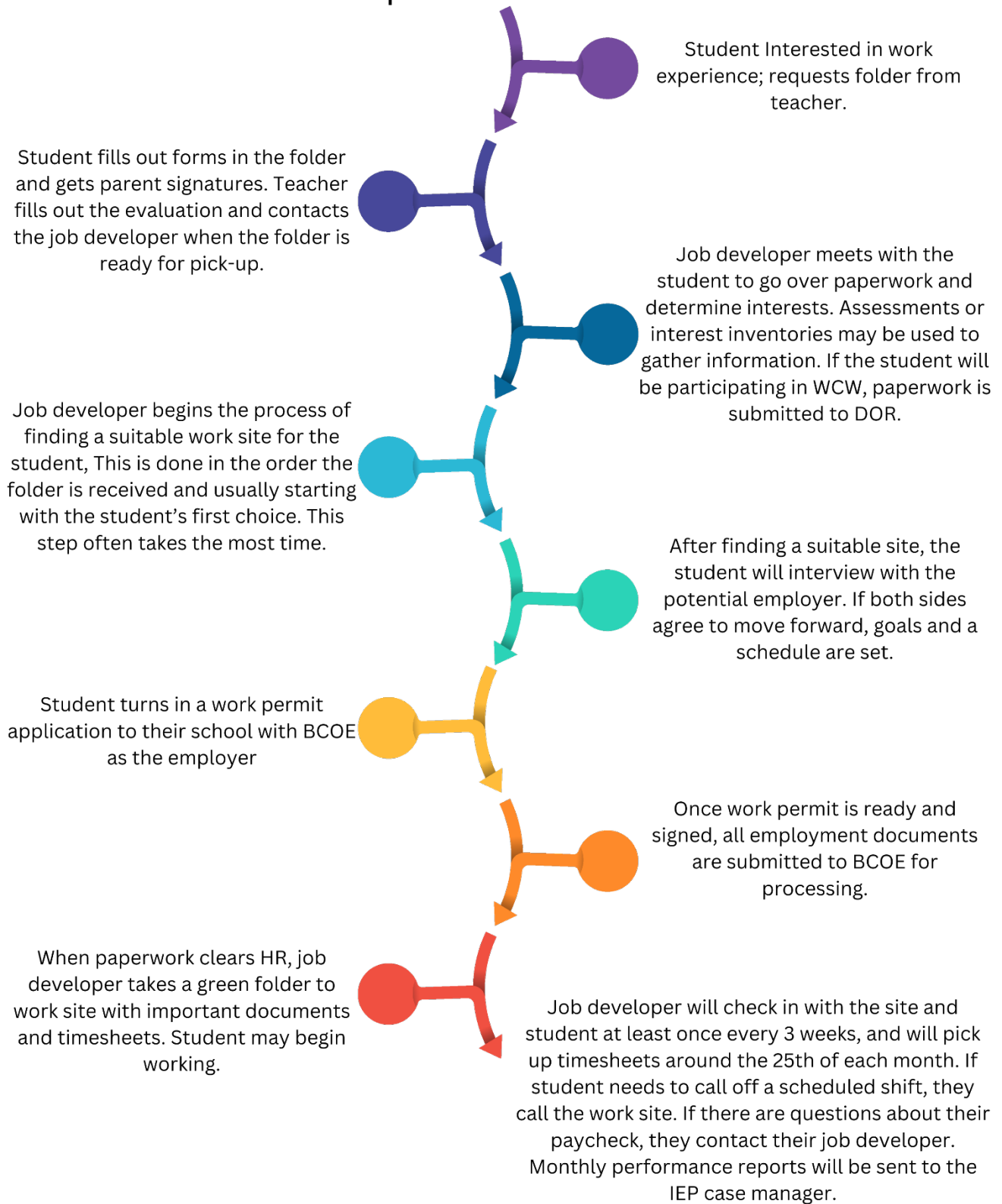
Placement Deadlines:

Individual Placements (including summer): May 16, 2025

Special Projects: Deadlines are posted on all Special Project flyers

*****In the case of student referrals exceeding funds for placement, students will be placed on a first come, first served basis. This is from the date a completed folder is turned in.**

Work Experience Flow Chart



Butte County SELPA College & Career Pathways Team:

Aaron Benton, SELPA Director

(530) 532-5620

abenton@bcoe.org

Julie Romero, College & Career Pathways Coordinator

(530) 532-5670

juromero@bcoe.org

Adria Brownell, Administrative Assistant

(530) 532-5922

abrownell@bcoe.org

Danielle Bailey, Job Developer

(530) 532-5819

dbailey@bcoe.org

School Assignments: Bases, Come Back Butte Charter, Hearthstone, Ipakanni Early College Charter, Lassen Adult Transition Center, Pleasant Valley High School, Table Mountain School.

Lynn Bakke, Senior Job Developer

(530) 532-5661

lbakke@bcoe.org

School Assignments: Biggs High School, CORE Butte Charter, Durham High School, Esperanza Continuation High School, Gridley High School, Home Tech Charter, Paradise Adult Ed, Paradise eLearning Academy, Paradise High School, Pearson Center, Ridgeview High School.

Sharon Byrne, Job Developer

(530) 532-5923

sbyrne@bcoe.org

School Assignments: Academy for Change, Butte County Community School, Center for Alternative Learning, Chico High School, Fairview High School, Inspire School of Arts & Sciences, Oakbridge, Oakdale Secondary.

Sean Miller, Job Developer

(530) 532-5671

smiller@bcoe.org

School Assignments: Las Plumas High School, Oroville Adult Education Career and Technical Center, Oroville High Community Day, Oroville High School, Prospect High.