



## **LEAD Center Professional Transition Skill Guide**

### **Raymore-Peculiar Special Education**

As defined in the Individuals with Disabilities Act 2004 (IDEA), Transition Services means a coordinated set of activities for a student with a disability designed within a results-oriented process that is focused on improving the academic and functional achievement of the child with a disability to facilitate the child's movement from school to post-school activities, including postsecondary education, vocational education, integrated employment (including supported employment), continuing and adult education, adult services, independent living, or community participation. The coordinated set of activities is based on each student's needs, taking into account the student's strengths, preferences and interests, and includes instruction, related services, community experiences, the development of employment and other post-school adult living objectives, and, if appropriate, the acquisition of daily living skills and provision of a functional vocational evaluation.

The Raymore-Peculiar School District LEAD Center provides a real-world learning environment that promotes applying skills through internships, collaborative groups, and projects with local business and community partners for all students. Students attending the LEAD Center will learn professional skills including:

- Communication & Collaboration
- Time & Project Management
- Creativity & Innovation
- Critical Thinking & Problem Solving
- Integrity & Trust



Through the LEAD Center, The Raymore-Peculiar School District can integrate career education and transition services for special education students by capitalizing on the strengths, preferences, and interests in order to improve postsecondary outcomes. Special Education students attending the LEAD Center will not only gain the professional skills, but essential job skills, and basic life skills through transition opportunities.

Current opportunities at LEAD Center where professional transition skills can be assessed and taught are:

- Cafe
- Clerical
- Shop Maintenance and Management

The following are the list of skills assessed in each opportunity:

#### Cafe

\_\_\_\_\_Customer Service

\_\_\_\_\_Consumer Shopping

\_\_\_\_\_Telephone Skills

\_\_\_\_\_Time Management

\_\_\_\_\_Laundry

\_\_\_\_\_Using Money

\_\_\_\_\_Kitchen Safety

\_\_\_\_\_Kitchen Tools

\_\_\_\_\_Measurement

\_\_\_\_\_Planning Career Goals

\_\_\_\_\_Looking for a Job

\_\_\_\_\_Developing a Resume

\_\_\_\_\_Completing a Job Application

\_\_\_\_\_Interviewing for a Job

\_\_\_\_\_Postitive Attitudes on the Job

\_\_\_\_\_Appearance in the Interview

\_\_\_\_\_Verbal Communication

\_\_\_\_\_Nonverbal Communication



\_\_\_\_\_ Baking Math  
\_\_\_\_\_ Sales Tax, Discounts, and Tips  
\_\_\_\_\_ General Housekeeping Tips  
\_\_\_\_\_ Problem Solving  
\_\_\_\_\_ Conflict Resolution  
\_\_\_\_\_ Teamwork  
\_\_\_\_\_ Service Learning  
\_\_\_\_\_ Showing Respect  
\_\_\_\_\_ Self-Determination  
\_\_\_\_\_ Planning Healthy Meals  
\_\_\_\_\_ Meals on a Budget  
\_\_\_\_\_ Basic Hygiene

#### Clerical

\_\_\_\_\_ Customer Service  
\_\_\_\_\_ Basic Hygiene  
\_\_\_\_\_ Telephone Skills  
\_\_\_\_\_ Time Management  
\_\_\_\_\_ Organization  
\_\_\_\_\_ Filing

\_\_\_\_\_ Written Communication  
\_\_\_\_\_ Appearance on the Job  
\_\_\_\_\_ Maintaining Attendance  
\_\_\_\_\_ Following Directions  
\_\_\_\_\_ Workplace Literacy  
\_\_\_\_\_ Expectations on the Job  
\_\_\_\_\_ Social Skills  
\_\_\_\_\_ Managing Your Money  
\_\_\_\_\_ Workplace Bullying  
\_\_\_\_\_ Food Labels  
\_\_\_\_\_ Basic First Aid

\_\_\_\_\_ Planning Career Goals  
\_\_\_\_\_ Looking for a Job  
\_\_\_\_\_ Developing a Resume  
\_\_\_\_\_ Completing a Job Application  
\_\_\_\_\_ Interviewing for a Job  
\_\_\_\_\_ Positive Attitudes on the Job



\_\_\_\_\_ Appearance in the Interview

\_\_\_\_\_ Nonverbal Communication

\_\_\_\_\_ Appearance on the Job

\_\_\_\_\_ Maintaining Attendance

\_\_\_\_\_ Following Directions

\_\_\_\_\_ Conflict Resolution

\_\_\_\_\_ Teamwork

\_\_\_\_\_ Service Learning

\_\_\_\_\_ Showing Respect

\_\_\_\_\_ Self-Determination

\_\_\_\_\_ Verbal Communication

\_\_\_\_\_ Written Communication

\_\_\_\_\_ General Housekeeping Tips

\_\_\_\_\_ Problem Solving

\_\_\_\_\_ Basic First Aid

\_\_\_\_\_ Workplace Literacy

\_\_\_\_\_ Expectations on the Job

\_\_\_\_\_ Social Skills

\_\_\_\_\_ Managing Your Money

\_\_\_\_\_ Workplace Bullying

#### Shop Maintenance and Management

\_\_\_\_\_ Customer Service

\_\_\_\_\_ Perimeter and Area

\_\_\_\_\_ Tool Safety

\_\_\_\_\_ Measurement

\_\_\_\_\_ Cleaning Equipment

\_\_\_\_\_ Housekeeping Tips

\_\_\_\_\_ Time Management

\_\_\_\_\_ Appearance in the Interview

\_\_\_\_\_ Nonverbal Communication

\_\_\_\_\_ Appearance on the Job

\_\_\_\_\_ Planning Career Goals

\_\_\_\_\_ Looking for a Job

\_\_\_\_\_ Developing a Resume

\_\_\_\_\_ Completing a Job Application

\_\_\_\_\_ Interviewing for a Job

\_\_\_\_\_ Cleaning Maintenance

\_\_\_\_\_ Postitive Attitudes on the Job

\_\_\_\_\_ Verbal Communication

\_\_\_\_\_ Written Communication

\_\_\_\_\_ General Housekeeping Tips



\_\_\_\_\_ Maintaining Attendance

\_\_\_\_\_ Following Directions

\_\_\_\_\_ Conflict Resolution

\_\_\_\_\_ Teamwork

\_\_\_\_\_ Service Learning

\_\_\_\_\_ Showing Respect

\_\_\_\_\_ Self-Determination

\_\_\_\_\_ Basic Hygiene

\_\_\_\_\_ Problem Solving

\_\_\_\_\_ Basic First Aid

\_\_\_\_\_ Workplace Literacy

\_\_\_\_\_ Expectations on the Job

\_\_\_\_\_ Social Skills

\_\_\_\_\_ Managing Your Money

\_\_\_\_\_ Workplace Bullying

#### Future Opportunities for LEAD Center

- Pop Culture-Retail Work Experience to Apply Training in Cafe
- Enterprise and Design-Based on projects created and student interest
- Build community partnerships for further generalization of skill development and possible employment opportunities.