

# Secondary Options

*Presenters:*

*Merna Khoury, Paly Transition Specialist*

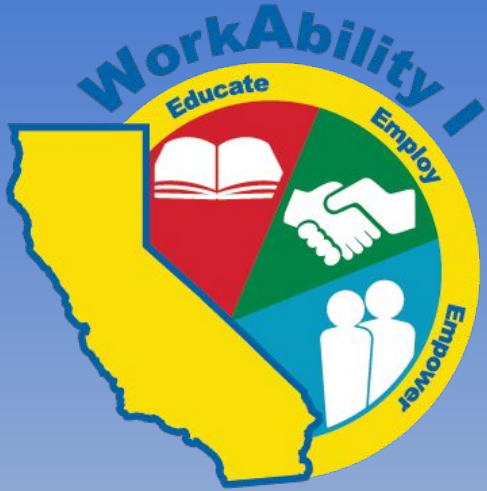
*Latisha Dorsey, Gunn Transition Specialist*

*Richard Fujii, Secondary Options Supervisor*



**PALO ALTO**  
UNIFIED SCHOOL DISTRICT

# Secondary Options



## Grant Funding: WorkAbility I

- California Dept of Education

## Transition Partnership Program (TPP)

- Department of Rehabilitation (DOR)



## School Funding:

- Special Education & General Fund



# Secondary Options

## Overview of Services:

- Career Exploration
- Job Search & Preparation
- Work Experience
- Palo Alto VA Hospital
- Post Secondary Programs
- Middle School Transition



**PALO ALTO**  
UNIFIED SCHOOL DISTRICT

# Secondary Options

## Career Exploration Activities:

- Workshops
- Field Trips
- Job Shadow – Virtual Job Shadow
- Career Fair



**PALO ALTO**  
UNIFIED SCHOOL DISTRICT

# Secondary Options

## Job Preparation:

- Resume
- Cover Letter
- Application
- Interview Prep
- Dress for Success



**PALO ALTO**  
UNIFIED SCHOOL DISTRICT

Palo Alto, CA 94306  
(650) 555-5555  
[StudentName@gmail.com](mailto:StudentName@gmail.com)

### Student Name

---

**Objective:** Obtain part time position at Stanford Book Store while pursuing further education

#### WORK EXPERIENCE:

**Library Assistant - Juana Briones School Library** January - June 2019

- Cataloging and tagging new books
- placing returned books to their respective shelf
- organizing books alphabetically by author and title

**Patient Escort Service - Veteran Affairs Hospital, Palo Alto** August 2018 - Present

- Answering incoming calls and assigning volunteer escorts to requested transportation requests
- Completing clerical tasks: ie data entry into a cost analysis spreadsheet for the Patient Escort Service

**Research and Development Volunteer - Veteran Affairs Hospital, Palo Alto** June 2018

- Prepare mass mail outs following HIPPA protocol
- Track subjects that choose to opt out
- Maintain and update records in a research study

**Surgical Services - Veteran Affairs Hospital, Palo Alto** November 2017 – May 2018

- Administrative tasks: filing, copying, data entry

**Hospital Information Desk - Veteran Affairs Hospital, Palo Alto** November 2017 – May 2018

- Assisting and directing patients and visitors arriving at the VA

#### EDUCATION:

Henry M. Gunn High School, Palo Alto Graduating 2020

# Paid Work Experience: up to 100 hours



Earning \$16.45 per hour



## Program Involves:

- Employment skills training
- Soft skills - proper attitude and good work ethics
- Hard skills - specific skills needed on the job



## Requirements

- 16 years old (minimum age)
- 2.0 G.P.A
- Good Attendance
- Work 2 days a week 3hr shifts/week



**PALO ALTO**  
UNIFIED SCHOOL DISTRICT



# Secondary Options VA Hospital Program

## What is the VA Hospital Program?

VA Hospital Program prepares students with special needs for the workforce by providing them volunteer opportunities at the VA Hospital in a department that aligns with their career goals or interests.



**PALO ALTO**  
UNIFIED SCHOOL DISTRICT



**VA**

U.S. Department  
of Veterans Affairs

# Secondary Options VA Hospital Program

## Student Schedule

- 1<sup>st</sup> Semester & 2<sup>nd</sup> Semester
  - Students attend during the school day.
- Summer
  - Students attend 4 weeks for 6 hours a day.





# Secondary Options VA Hospital Program

## Components of the VA Program:

- On-site (VA, Palo Alto) job-training with support from a job coach
- Social skills and transferable skills instruction
- Support services with job placement upon completion of the program



**PALO ALTO**  
UNIFIED SCHOOL DISTRICT



**VA**

U.S. Department  
of Veterans Affairs

# Secondary Options VA Hospital Program



**VA Canteen Services**



**PALO ALTO**  
UNIFIED SCHOOL DISTRICT



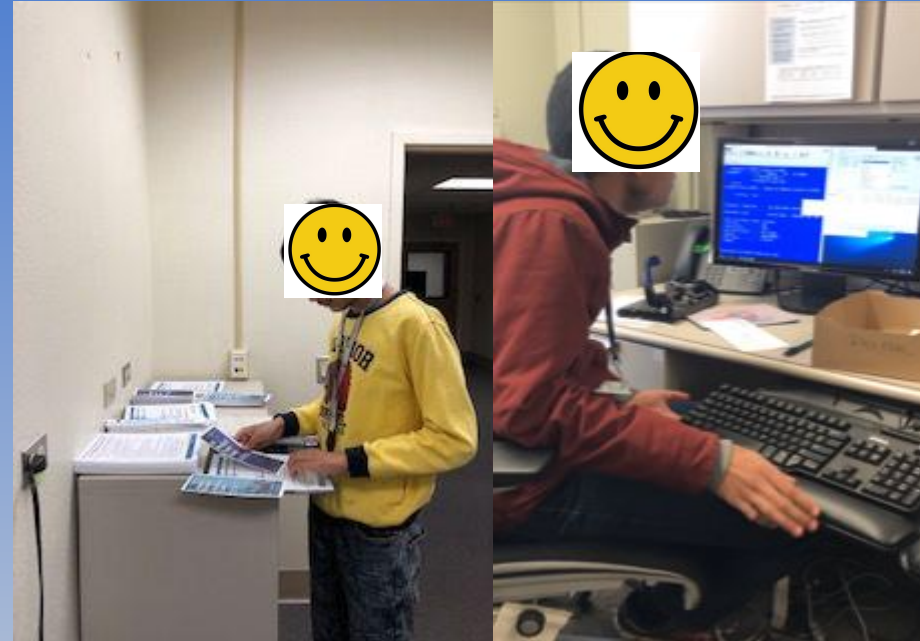
**VA**

U.S. Department  
of Veterans Affairs

# Secondary Options VA Hospital Program

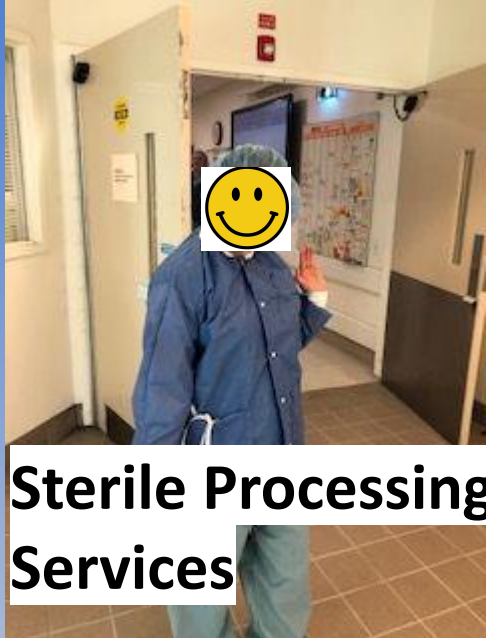


**Transport  
Dispatcher**



**Clerical Work**

# Secondary Options VA Hospital Program





# Secondary Options

## Post Secondary Support:

- College Tour
- Vocational Programs
- Trade Schools



**PALO ALTO**  
UNIFIED SCHOOL DISTRICT



# Secondary Options

## Middle School Transition Services



PAUSD Middle School Transition staff supports the development of students' career awareness by assisting case managers to provide educational career-related projects and activities, and by coordinating career exploration trips.

### Middle School Transition Goals:

- Career Awareness
- Youth Development
- Collaboration



# Secondary Options

*Presenters:*

*Merna Khoury, Paly Transition Specialist*

[MKhoury@pausd.org](mailto:MKhoury@pausd.org)

*Latisha Dorsey, Gunn Transition Specialist*

[LDorsey@pausd.org](mailto:LDorsey@pausd.org)

*Richard Fujii, Secondary Options Supervisor*

[RFujii@pausd.org](mailto:RFujii@pausd.org)



**PALO ALTO**  
UNIFIED SCHOOL DISTRICT

# THANK YOU

ANY QUESTIONS