

# SCHOOL-TO-WORK TRANSITION PROGRAM

AVON MAITLAND  
DISTRICT SCHOOL BOARD

*A Publication of Learning Services*

## Information for Students and Parents

### The School-to-work program is...

- a non-credit program
- an employment preparation program
- an opportunity for students to gain employment skills
- supervised work experience
- on the job individual coaching if required
- run individually through the schools by teaching staff and assisted by job coaches

### Students eligible for the program include . . .

- students at risk of not receiving a high school diploma
- students in their last year of high school and planning on entering the work world
- students too young to participate in the co-op program at their school
- students who require pre-employment skills prior to taking co-op

### Job Coaches are:

- available to assist special education and co-op teachers with students in the school-to-work program
- available to provide pre-employment information to teachers and students
- available to provide pre-employment information to students on an individual basis
- available to provide on the job coaching.

### Available resources with a focus on pre-employment skills

- Interview skills
- Workplace etiquette
- Workplace safety
- Resume writing
- Cover letters and application forms



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