

**Mercer County Special Services  
School District**



Vocational Skills Training

The Vocational Skills Training program provides students with an introduction to the world of work within a school based environment. Work readiness remains the key emphasis as students participate in structured activities geared toward learning the social and behavioral skills needed in the workplace. Systematic instruction is provided for workplace readiness skills such as choosing a task, preparing and setting up a work station, maintaining an organized work area, requesting materials as needed, and sustaining attention through completion of a specified task. Professional and peer supports are available to ensure that performance is maximized.

Students who demonstrate the skills to work in a more competitive environment are provided with the opportunity to travel into community-based workplace settings in order to utilize and apply their classroom-based skills. Structured job coaching intervention techniques are used to assist students in performing tasks to employers' specifications.

Social and peer interactions are key components of the Vocational Skills Training experience. Students develop social competencies within the context of real-time job responsibilities given the support of job coaching and shadowing. Self-management, decision-making, and problem-solving skills are facilitated through group situations that may require varying levels of assertion, cooperation, honesty, responsibility, self-confidence, social speech, and task persistence. Functionally based academics are taught within contexts such as inventory control, delivery scheduling, and money handling.

Students enrolled in Mercer County Special Services School District have the opportunity to participate in Vocational Skills Training projects within school buildings and throughout the campus such as:

- Matching tasks according to size, color, or sequence of materials
- Assembling, sorting, or packaging kits according to specifications
- Boxing of objects according to color coding and pattern recognition
- Collating brochures and mailings for community-based partners
- Operating a shredding machine
- Operating a die machine
- Imprinting napkins and gift boxes for special orders
- Operating office equipment
- Delivering of daily newspaper
- Stocking and supplying vending machines
- Filling and delivering school supply orders
- Maintaining and merchandising of a school store
- Making and selling of seasonal crafts