



## Project SEARCH High School Transition Program at



Kevin Huss, Instructor  
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School day: August-May, Monday-Friday, 8:00-2:15 pm

### Typical day:

- Before 8:00 am, interns take public transportation to Xavier University.
- 8:00-9:00 Interns sign in and participate in lessons based on employability/life skills, i.e. check writing, interviewing, resumes, applications. Instruction follows an approved Great Oaks curriculum.
- 9:00-12:00 Interns participate in non-paid internships at training sites throughout Xavier University.
- 12:00-12:30 Lunch-Interns pack bring a packed lunch. There is a small refrigerator and microwave available inside the classroom.
- 12:30-2:00 Interns return to internship site to practice work skills.
- 2:00 pm Interns return to classroom to complete a daily journal writing/reflection period.
- 2:15 pm Day is complete and interns take public transportation home.

## Internship Rotations:

- Internship sites last about 11-12 weeks with three rotation sites per year.
- First rotation, the instructor assesses each intern and matches the most appropriate site rotation to the intern's interests and skills.
- Interns may complete an interview for the internship rotation. The intern will participate in several mock interviews.
- Interns are evaluated daily by the skills trainer. The intern will also receive an evaluation from the department supervisor.
- Interns learn responsibility by communicating any appointments, tardies, and/or absences to the supervisor and teacher.
- Interns must follow internship site appearance and behavior requirements.

## Skills Trainers:

A skills trainer works with the intern until they can perform the tasks independently. This depends on the intern's ability to follow the department rules and skill/work tasks. It is very individualized. The goal is independence on the site. Daily quality and quantity scores are recorded for data analysis.

## Travel Training:

Even though students with disabilities are entitled to school transportation, Project SEARCH strongly recommends that student interns use this transition year to learn to navigate the public transportation system independently by taking the Metro bus to Xavier University. This gives the intern the ability to become independent and participate in their community personally and professionally. The travel training process starts a few weeks before Project SEARCH starts and is completed by a Travel Trainer from IKRON. One of the biggest factors to employment is getting to a job site. During travel times, it is important that the interns have access to a cell phone.

## Agencies/Resources/Referrals:

In order to participate in the program, the student must complete the intake process for the Opportunities for Ohioans with Disabilities (OOD) agency. This agency provides the funding sources for the intern's skill trainers. Ongoing meetings are held with the OOD counselor to discuss the intern's performance and expectations. An employment plan will be developed.

## Eligibility Requirements:

Although not required, many candidates have completed the CareerX program at Great Oaks to explore career strengths and develop employability skills.

The candidate:

- Is at least 18 years of age.
- Completed all requirements necessary for graduation.
- Agrees that this will be the last year of school services and will accept diploma at the end of the Project SEARCH school year. (Parents should discuss with your home school counselor about the need for extended learning services and holding of the diploma.)
- Completes an intake application for OOD.

## Application Procedure:

- Application is due **February 7th**.
- Applicant must complete a shadow visit.
- OOD intake application procedures started with OOD if not already open.

## Acceptance Procedure:

- Student receives letter from Great Oaks on application status by mid-March
- Project SEARCH Instructor attends IEP meeting. At this IEP meeting, the change of placement into the program is determined by the IEP team.
- Travel training meeting held in May. Over the summer, intern obtains Fare Deal Card from Cincinnati Metro.

## **JOB PLACEMENT:**

The goal of the program is competitive employment working 16 hours per week. It is NOT a guarantee that the intern will be employed at Xavier University. Job placement including early placement is an integral part of each intern's program and the final goal of the program. Interns can become employed at any time throughout the school year.

Job development will include looking for employment outside Xavier University. After the program has ended for the school year, job placement assistance will continue to be provided to assist the intern in becoming competitively employed.

In addition, the intern's family will become an important part of job placement. Business contacts, relatives, and neighbors often have great job leads that can be shared as job development begins.

## Contact:

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<https://hs.greatoaks.com/future-students/project-search-transition>

## **Project SEARCH/ Xavier University**

**Classroom Location: Room 3, Innovation Center, 1601 Dana Avenue on the main campus**

**Instructor: Kevin Huss (513) 745-1057 [hussk@greatoaks.com](mailto:hussk@greatoaks.com)**

**Listed below are possible intern sites based upon business needs.**

- **Physical Plant: Grounds keeping, mulching, planting, snow removal**
- **Physical Plant Building Services: Building cleaning and light maintenance**
- **Cafeteria: Food prep (hot or cold), bakery set-up, dishwasher, dining room attendant, stocker**
- **Ryan's Landing in GSC: Prepare dining area, food prep, dishwasher**
- **Currito: Set up dining area, food prep and dishwashing**
- **Mail Center: Package pickup, sorting and delivery of packages**
- **Scanning Services: scanning and copying documents**
- **Xavier University All For One Shops: folding, stocking, sorting and cleaning**
- **Starbucks: Cleaning and stocking**
- **Parking Services: Check parking permits and data entry**

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