

SOUTHWEST WEST CENTRAL SERVICE COOPERATIVE



Education & Administrative Resources

CAREER EXPERIENCE PLACEMENT HANDBOOK

Also available at:

www.swwc.org/careerexperience

WELCOME TO SWWC

This handbook serves as a reference guide for SWWC career experience opportunities including student teachers, practicum students, observers, job shadowing, interns and other types of non-employment experiences. SWWC believes that visitors add value to our organization and support these types of placements, and we believe that our visitors also benefit from spending time in our programs. SWWC has an established reputation for outstanding service, innovative programs, strong partnerships, and quality leadership. This reputation has been achieved through the day-to-day efforts of all our employees! We look forward to working with you and are here to help guide you and ensure that your experience with us is a positive one. If you need assistance or have questions, please don't hesitate to contact me.

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Mission: To be a collaborative partner providing exceptional services, innovative solutions and proactive support.

Vision: To create a future where children, families, schools and communities learn, succeed and thrive.

Value Statements:

- SWWC believes in service to others. We care about the success of those we serve and those we employ. We work to anticipate the needs of others and collaboratively implement innovative solutions.
- SWWC believes integrity is the foundation of our actions. We are honest, trustworthy, transparent and ethical. We are committed to doing the right thing.
- SWWC encourages sincerity. We believe in open and honest communication. We welcome everyone's contributions and ideas.
- SWWC believes collaboration aids innovation and creativity, improving our ability to provide exceptional services.

Diversity Statement: SWWC embraces and celebrates all of our members, and we work to identify unique frameworks within the various communities we serve and actively respond by adjusting our practices to meet the ever-changing needs. We strive to recruit diverse and inclusive teams that will have a positive impact on our programs and services and help us better serve our members, customers and employees.

REQUESTS FOR CAREER EXPERIENCE PLACEMENT

Individuals requesting to participate in a career experience placement (observation, field experience, other), should complete the Career Experience Application by using the link below:

[Click here to complete the Career Experience Application.](#)

BACKGROUND CHECK

The SWWC will maintain a safe and healthful environment to promote the physical, social, and psychological well-being of its employees and students. To that end, the SWWC will seek a criminal history background check for all visitors who spend more than 10 days with the SWWC, or for those individuals who will engage in activities that are not in the direct and constant supervision of an SWWC employee.

In lieu of running a background check, SWWC will accept proof of a background check that has been acquired by another school district. This must have been completed within the previous 12 months of the date of the placement within the SWWC.

The background check will be done at the individual's expense, \$15 paid to SWWC and the information will be kept confidential. If an individual is unable to pay for the background check, please contact Human Resources. Individuals will need to complete background check application that will be emailed to them at the email address they used on their Career Experience Application.

Human Resources staff members will review the results of each background check. If there are any concerns regarding the results of a background check, Human Resources will contact that individual directly within 24-48 hours after receiving the results.

Note: If you are a current employee of SWWC, you are already cleared to work in the District, so you do not need to complete the background check.

CONFIDENTIALITY

It is essential that all individuals participating in a Career Experience through SWWC respect confidentiality. Confidential information about individual students and/or the school district should not be shared outside of the career experience setting. Examples include:

- Students' abilities;
- Students' behavior and attitudes;
- Student's Individualized Education Plans (IEPs);
- District financial information;
- any other information that would be considered confidential, including personal student and/or employee information such as address, grade, sex, etc.

Every SWWC visitor must sign a confidentiality agreement, which is included in the Career Experience application.

SWWC POLICY REVIEW

The following SWWC policies should be reviewed prior to the career experience opportunity. They can be found on the Career Experience website at www.swwc.org/careerexperience.

Number	Policy
103	Complaints – Students, Employees, Parents, other Persons
406	Public and Private Personnel Data
413	Harassment and Violence
414	Mandated Reporting of Child Neglect or Physical or Sexual Abuse
415	Mandated Reporting of Maltreatment of Vulnerable Adults
417	Chemical Use and Abuse
418	Drug-Free Workplace
419	Smoke/Tobacco Free Environment
420	Communicable Diseases, Infectious Conditions
423	Employee-Student Relationships
514	Bullying Prohibition
515	Protection and Privacy of Pupil Records
903	Visitors to School District Buildings and Sites

FREQUENTLY ASKED QUESTIONS

What should I wear?

SWWC employees wear professional attire that fits the program in which they work. For some employees, nice jeans free of holes are appropriate, while others may wear business professional or business casual attire. If you have any questions about appropriate attire, visit the site administrator, department supervisor, the employee you will be visiting or human resources.

What if the weather is bad on the day I plan to visit?

If I cannot attend due to weather, you should contact your primary contact person or the person you will be doing a career internship with.

Do I have a right to know about student's disabilities, medications or other types of information?

SWWC operates under a "need to know" practice and has a strict policy for maintaining student confidentiality. Visitors will be provided with only the information that SWWC believes is relevant to the type of experience the visitor is participating in. All visitors are required to sign a confidentiality agreement.

How should I interact with students?

Do:

- Maintain professional boundaries

Don't:

- Provide personal contact information to students
- Add students to your social media accounts
- Communicate with students after school hours
- Restrain, touch
- Take students outside or away from school

What should I do if I observe bullying or harassment?

Because you are not an SWWC employee, you are not obligated to report or refer incidents of bullying or harassment to school officials. To curb negative behavior, however, we do ask for your cooperation in making reasonable efforts to intervene in and report incidents of prohibited contact to our Primary Contact Person, the classroom teacher, or the building administrator.