

Expectations of the Special Education Assistant While Supervising Work Experience Students

- Abide by the conventions and practices of the work place
- Understand the rights and responsibilities of the student in the workplace
- Observe the days and hours of work at the workplace as specified by the work site sponsor
- Clarify the tasks for self and student
- Assist the student to adhere to the rules and regulations of the work place, particularly with respect to safety regulations
- Respect the confidential nature of information within the worksite
- Role model appropriate work behaviors for the student
- Participate with tasks (when appropriate) and give directions to the student as needed
- Give notification to the employer and work experience facilitator of any change in the student's schedule
- Participate in debriefing about the workplace to determine suitability for future placements – if required
- Participate in evaluation meetings if required