



WORKABILITY I

November 2021 Newsletter

HEADS-UP SENIORS!

We're already in November. Just 7 more months before you graduate! You may have had your senior IEP already or it may be coming up later this year, but we want to make sure you're thinking about what you want to do after you graduate. It will be here before you know it!

Planning to go to college after graduation?

WorkAbility is taking seniors to MiraCosta College and Palomar College in January and February. We'll tour the campus and meet with the department that will help you be successful in college. Your parent/s or guardian/s will have received the field trip permissions forms in the mail. If they haven't given them to you to return to us, please ask them for the forms asap and turn them in to the WorkAbility Office at your school.

Planning to get certification in a trade or career path after graduation?

There are a lot of training programs and apprenticeships (for construction careers) in San Diego. Some examples are welding, dental assistant, and guitar making! We can help you find one that's just right for you and help you apply. Financial aid and other possible ways to fund these courses are available...just ask us and we'll help you apply! Two of WorkAbility senior field trips will introduce you to several options to get a certificate in a trade or career. We will be taking seniors to UEI, Access, Inc., California Conservation Corps and Mira Costa Technology Career Center in December and February. [See the sheet that follows](#) for a description of each.

Want to leave school and get a job after you graduate?

We can help you with that too! Competition for jobs gets really heavy a month or two before you graduate. Don't wait until all the local schools and colleges are ending their year or you will have to compete with so many other graduates and college students looking for summer jobs! Let us help you get a job **now** so you can gain experience and have something to put on a resume and future job applications. If you know where you'd like to work after you graduate, we may be able to get you started with that business or company.

How do I find WorkAbility?

Our contact information is in the right-hand column or Ms. Lona Lopez and Mrs. Clark are on campus from 8 am to 2:30 pm, so you can also drop by the WorkAbility office and meet with them in person. The Mission Hills HS office is at the far end of the counseling area and the San Marcos HS office is behind the finance office. If you are a student at Twin Oaks HS or Foothills HS, you can contact me for an in-person meeting.

Inside this issue

HEADS-UP SENIORS!

Senior Field Trips 21-22 & Descriptions

Professional texting to get you hired.

The San Marcos Promise & Future Center

SMHS - Drivers Ed Classes

Contact Information

WorkAbility I Coord.

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Mission Hills High School:

Ms. Lona Lopez
O: 760 290 2703
C: 760 566 9105
E: vanessa.lona@smusd.org
Back corner of the counseling building

San Marcos High School:

Mrs. Clark
O: 760 290 2234
C: 760 566 9149
E: melissa.clark@smusd.org
Room 151 behind finance

Senior Field Trips 2021-22

Mission Hills High School

12/08/21 UEI, Access, Inc. & California Conservation Corps 12/09/21
01/26/22 MiraCosta College
02/09/22 Palomar College
02/23/22 MiraCosta College's Technology Career Inst.

San Marcos High School

12/09/21 UEI, Access, Inc. & California Conservation Corps 12/09/21
01/27/22 MiraCosta College
02/10/22 Palomar College
02/24/22 MiraCosta College's Technology Career Inst.

PALOMAR AND MIRACOSTA COMMUNITY COLLEGES: These field trips include a tour of the campus, a presentation and an introduction to the college department that assists students who had an IEP in high school. This department can help you choose the classes you need to take to work toward your career goal and get any additional help you might need, like tutoring, someone to take notes for you, a recording device for lectures, extra time on tests, etc..

ACCESS ONE-STOP CAREER CENTER YOUTH PROGRAM: Access is a government funded program. They offer a lot of support as you decide what you'd like to do with your future and how you're going to get there. Help includes work readiness training, *paid internships, career exploration, college exploration, occupational certifications, job placements, and job and life skills training (you get paid to attend these workshops!)*.

CALIFORNIA CONSERVATION CORPS (CCC): Get paid while you learn skills that can lead to great careers like firefighting, energy, forestry, and more! Yes, this program pays you! A year in the CCC teaches you new job skills and helps you grow as an adult while you are protecting and conserving California's natural resources. CCC's hard work on environmental projects and emergency response help make California a safer and better place to live!

CERTIFICATE PROGRAMS: If you would like certification in a career path that will pay big bucks, these certificate programs were designed for people like you! The field trips will include a tour of the campus and a presentation. These programs offer fast, low cost training and assistance with helping you find a job when you finish.

- ◇ **UEI (United Educational Institute):** Quick, hands-on job training courses include automotive, business office administration, criminal justice, dental assistant, electrical technician, heating, ventilation and air conditioning (HVAC), medical assistant, medical office specialist, and pharmacy technician.
- ◇ **MiraCosta Technology Career Institute:** Quick, hands-on job training courses in advanced manufacturing, biomedical equipment technician, CNC operation or programming, child visitation monitoring, craft brewing technician, electronics, engineering technician, fabrication, human resources, machinist technology, massage therapy, phlebotomy, photography, professional scuba driving instructor, real estate sales license, and unmanned systems, veterinary assistant, and welding. Scholarships and financial aid are available.

PLEASE make sure you get all forms for the trips you'd like to attend (we recommend you check out all of them!) back to us as soon as possible. We will not chase you down to collect forms as there are so many of you and we just don't have the time...any anyway, you're young adults so we know you'll be responsible and get them back to us. We look forward to taking you on these field trips so you can learn more about all the great options

PROFESSIONAL TEXTING TO GET YOU HIRED!

Hiring managers are relying more and more on text messages to communicate with people they are considering for hire. In a recent survey, nearly 70% of companies said they use texts to communicate when hiring! That's a lot! That means it's really important you know how to send professional texts.

Here are some of the ways companies may communicate with you during the hiring process:

- ⇒ To confirm receiving an application
- ⇒ To schedule and confirm an interview
- ⇒ To request additional information
- ⇒ To follow up after an interview
- ⇒ To set up a date for a meeting with their Human Resources Department
- ⇒ To set up a date for an orientation (a training session where you will learn all about the job)

HERE ARE SOME 'DO'S AND 'DON'T'S' TO MAKE LOOK PROFESSIONAL

- ◆ **Don't** text a hiring manager unless they text you first! But some hiring managers have a cell phone number on their website; doesn't mean I can just text them!? That's a hard 'NO'!
- ◆ **Don't** just hit 'SEND' when you reply to a text from a hiring manager! Make absolutely sure you're texting the right person. You may be sending it to a friend or someone else by mistake, in which case the company will wonder why you didn't reply to their text and your friend will wonder what you're talking about!
- ◆ It works the other way too! You may think you're texting a friend and in fact you're sending a personal message to the hiring manager...that could be really awkward!
- ◆ **Don't** use abbreviations, emojis and gifs—they are unprofessional!
- ◆ **Do** write in full sentences and check your spelling and grammar. With autocorrect, it's easy to accept the wrong word or spelling and change the whole way the message is received...eek!
It may seem obvious, but start your sentences with a capital and end them with a period. If you're not great at using punctuation, just start a new sentence instead of putting commas, etc., where they don't belong.
- ◆ **Do** keep your replies short and simple.
- ◆ **Do** reply as quickly as possible.
- ◆ **Don't** reply outside of normal business hours unless the hiring person is texting you and you're responding *immediately*.
- ◆ **Do** include your first and last name at the end of every text. The hiring person may be texting a lot of people and they will get confused if they have to keep checking phone numbers to see who sent the message.

HERE ARE SOME EXAMPLES OF TEXT RESPONSES YOU MIGHT NEED TO SEND:

- * You receive a text saying your application has been received: Thanks, [person's name]. I would really like the opportunity to interview for this job and hope to hear from you soon. [Your name]
- * You receive a text reminding you about an interview: Thanks, [person's name]. I appreciate the reminder and I look forward to the interview tomorrow. [Your name]
- * You receive a text thanking you for coming in for an interview: Thank you for the opportunity to interview. I enjoyed meeting you and hope to work for your company. I look forward to hearing from you. [Your name]

And hopefully you'll get to reply to this one!

Congratulations! We would like to hire you, please call this number to set up a date and time to finalize paperwork!

The San Marcos Promise and the Future Centers

We have another great resource on campus to help assist you with the transition from high school into adult life - The San Marcos Promise. Amanda (Mission Hills HS) and Roy (San Marcos HS) The San Marcos Promise Education Coordinators, can help you develop job, career, and life-readiness skills and create resumes and cover letters.

Amanda and Roy can be found in your school site's Future Center, where you can also receive help in applying for FAFSA (financial aid for college) and scholarships, as well as exploring educational pathways and connecting with resources to continue your education after high school.

Contact information: MHHS Amanda Yantzer - amanda.yantzer@smusd.org
SMHS Roy Huerta—rogelio.huerta@smusd.org

Don't forget to check out the Future Center and the Counselors' Newsletters to see what workshops are coming up to assist you in applying for financial aid for college, meeting with college (local and state) representatives and lots of other great workshops and events!



Rogelio "Roy" Huerta & Amanda Yantzer

FYI
FUTURE YOU INITIATIVE

MONEY MATTERS

A PERSONAL FINANCE SKILLSHOP SERIES

Join us for monthly personal finance classes on Zoom from 5 pm - 6 pm PST
Attend all 7 sessions to receive a certificate, and be entered to win a Visa Giftcard!

 September 8 Banking Basics	 November 3 Budgeting & Saving	 February 9 How to Buy a Car	 April 6 Successful Money Habits
 October 6 The Power of Credit	 December 8 Paying for Post-secondary Education	 March 16 Taxes for Teens	

For more information, please email:
Roy Huerta (rogelio.huerta@smusd.org) or Amanda Yantzer (amanda.yantzer@smusd.org)

TO REGISTER, SCAN THE QR CODE OR USE THE SIGN UP FORM: [BIT.LY/SKILLSHOPS2021](https://bit.ly/skillshops2021)

Check out The San Marcos Promise December 8th and March 16th workshops!

San Marcos High School Students

Drivers Ed Classes!

On campus and free...what!



Yep, it's true. SMHS Knight Zone is now offering Driver's Ed. classes on campus...so they're free!

All you need to do is show up!

Where? In the café.

When? They start today...Nov. 1st

What time? From 3:45 pm—4:45 pm

What if I need more information?

Contact SMHS counselor—Ms. Hale

E: Kathleen.hale@smusd.org

T: 760 290 2200