



# New Supported Education Specialist: Planning & development ideas for the first few months

## **Workflow:**

- Read the SED Training Manual and Scale.
- Review all SED documents and forms- create new or different forms as needed.
- Discuss workflow and documentation of services – who is responsible: SES or EdS.
- Identify tracking system or develop tracking system: educational contacts, majors/educational programs, etc.
- Decide process for referrals and how information will be shared.

## **Education:**

- Read through SED fidelity scale & manual or other SED models and materials.
- Research how to navigate the school system.
- Study financial planning: loans, FAFSA application, Pell Grant, scholarships, etc.
- Identify educational deadlines for applications & withdrawal period information.
- Attend an OSECE SED Training or ask for Technical Assistance.

## **Activities:**

- Take tours of Educational Institutions.
- Job shadow Employment Specialists: watch job developments, career profile, follow along supports, etc.
- Job shadow Education Specialists- connect with other programs around the state to see if this is possible.
- Attend any student events or school introductions for new students to see the process and information provided.
- Attend program informational sessions.
- Get familiar and practice filling out FAFSA forms, review financial aid application & amounts available, Work Study program requirements, scholarship opportunities, and identify who at the school can assist students with loans or other financial aid concerns.
- Practice developing educational/career goals and how to make these specific.

## **Projects:**

- Develop SED promotional materials: brochure for clients & community partners.
- Coordinate a kickoff event with community partners to discuss SED services and ways to collaborate.
- Develop a steering committee- identify who would join.
- Create a pre-enrollment checklist for clients- steps from the school needed before enrollment, FAFSA tools (how much they can receive each term), & develop other tools that might assist in navigation of school system.
- Try to collect all forms from the school that might be needed for students: FAFSA, TRiO application, FERPA, Disability Services ROI's, etc.



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## **Developing Connections:**

- Discuss a Memo of Understanding (MOU) & SEd services with Dean of Students or College President.
- Make a connection with one person that can help develop how to navigate the school system. Identify where can you direct questions, concerns, or ways to support students. If it isn't one person, can the school identify the right person to contact in each department?
- Meet with different departments at the school: Counseling Department, Academic Advising, Student Support Services, Financial aid, TRiO, Disability Services, Student Life, Career Center, Tutoring, Adult Basic Skills Department, etc.
- Possibly ask for space at the college or to get access to school email, advising/degree audit permissions or other access to assist students.
- Attend College/University staff meetings if possible.
- Identify how the SEd program can support the school- mental health trainings, referral process, crisis services to students, etc. Address these when meeting with school personnel.
- Ask for a college staff member to join the SE/SEd steering committee or invite them to other celebrations or events. Share SEd success stories with college staff.
- Don't forget to foster relationships and connections within your own organization. Go to treatment team meetings and talk about Supported Education and successes. Make time to meet with therapists and case managers to build connections. Make education a part of the recovery model and agency mission.