

**Agreement of Roles and Responsibilities for  
Project SEARCH**

The Parties to this Agreement are Opportunity Services, Leon County, Florida, the Leon County Public School District and the Agency for Persons with Disabilities.

**I. Purpose:**

The Parties to this Agreement will collaborate and cooperate to create a High School Project SEARCH Transition program at Leon County, Florida for students with developmental disabilities, and to foster and facilitate the acquisition of jobs by people with disabilities when possible. This Agreement specifies the roles and responsibilities of the Parties as they work in partnership to increase opportunities for persons with disabilities. The program will be titled "Leon County Project SEARCH". It is modeled after Project SEARCH at the Children's Hospital Medical Center in Cincinnati, Ohio.

**II. Roles and Responsibilities:**

The Parties agree to the following roles and responsibilities.

**A. The Opportunity Services will:**

- Provide a Director to assist in coordinating the efforts of all key partners, to supervise all job coaching staff, to ensure that program is moving forward within the framework of the projected timeline, and to assist in any way necessary to facilitate success of the program.
- Provide Job Coaches to work with students on work sites throughout the host business.
- Work with participating departments to identify intern work site opportunities for individuals with disabilities and perform job analyses.
- Assist with classroom set-up, curriculum development and work site rotation planning.
- Provide travel training for students as necessary before program begins.
- Assist with student recruitment activities.
- Establish student eligibility guidelines and select students for the program as a participating partner of the Advisory Committee.

- Provide expertise in adaptations and accommodations, and implement as necessary.
- Work with Vocational Rehabilitation to assist with obtaining adaptations and accommodations as necessary, and to help secure funding for job coaching and job development.
- Provide education and training to Leon County Florida's Office employees regarding supporting people with disabilities in the workplace as necessary.
- Attend regular meetings with team members from the Parties to this Agreement to discuss and evaluate program progress.
- Assist with public relation activities to promote the Project SEARCH program.
- Assist the instructor as needed.
- Liaison with Cincinnati Project SEARCH for technical assistance, data collection and other issues related to model integrity.

**B. Leon County, Florida will:**

- Provide classroom space with small tables and chairs to be used as student work areas. *Instructor space if possible, with a telephone, fax line, and internet access.*
- Provide a business liaison that is available on a frequent basis to assist with job site development, introduce Project SEARCH staff to the business staff, market the program internally, attend periodic meetings to discuss, evaluate program progress, and work with the Instructor to reinforce workplace rules.
- Develop a minimum of three intern work sites and a point of contact at each site for the purpose of teaching competitive, marketable skills to the program participants. Facilitate job analysis of those sites for the Project SEARCH staff.
- Provide Project SEARCH participants access to the County Job Vacancy Announcements located on the County's website for hiring opportunities for internal job openings.
- Provide badges and parking access for Project SEARCH staff.
- Examine existing open positions and determine their applicability for people with disabilities; and predetermine high turnover, entry level support positions, or other applicable positions for proactive job analysis, and recommend pre-screened applicants.

- Provide managers of departments that are being used as work sites to give direction, feedback and evaluation to students during their work site rotations.
- Provide access to conference space for Open Houses.
- Establish student eligibility guidelines and select students for program as a participating partner of the Advisory Committee.
- Is not responsible to have worker's compensation coverage on the students in Project Search.

**C. The Leon County Public School System will:**

- Provide a Special Education Instructor with transition experience to coordinate/teach the program.
- Develop and provide curriculum and instructional materials that encompass employability skills, functional academics, transition, job development and job readiness. Project SEARCH Curriculum already approved by the Ohio Department of Education can be used (and adapted for use if necessary).
- Assist the agency on development of intern work sites, and coordinate and monitor intern activities.
- Facilitate student recruitment activities.
- Establish student eligibility guidelines and select students for program as a participating partner of the Advisory Committee.
- Provide expertise in adaptations and accommodations, and implement as necessary.
- Provide general liability solely for students and staff only as respects to negligent acts of the named insured
- Provide travel reimbursement to teachers for home visits, job development, etc.
- Secure relationship with Vocational Rehabilitation for each student to allow for partial funding of Job Coaches and job development.
- Provide additional support for students if necessary, such as Interpreter service, Speech or Occupational Therapy, transportation, etc.
- Coordinate regular meetings to discuss and evaluate program progress.

- Collect data on student outcomes and report to all partners.
- Liaison with Cincinnati Project SEARCH for technical assistance, data collection and other issues related to model integrity
- Assist with public relation activities to promote "University of Maryland Baltimore – Project SEARCH".

**D. Department of Vocational Rehabilitation will:**

- Provide funding support for individuals to participate in Project SEARCH at Leon County, Florida's Offices.
- Students must have a DVR Employment Plan/eligible IPE signed prior to involvement in the program.
- Provide expertise and assistance in adaptations and job accommodations.
- Establish student eligibility guidelines and select students for program as a participating partner of the Advisory Committee.
- Attend regular meetings to discuss and evaluate program progress.
- Assist with public relation activities to promote Project SEARCH.

**E. Agency for Persons with Disabilities will:**

- Provide initial infrastructure funding for the first year of the program.
- The program must have a minimum of 10 students that are eligible for APD services.
- Provide expertise and assistance in adaptations and job accommodations.
- Establish student eligibility guidelines and select students for program as a participating partner of the Advisory Committee.
- Attend regular meetings to discuss and evaluate program progress.
- Assist with public relation activities to promote Project SEARCH.

**III. Measurable Objectives:**

All Parties will work collaboratively to:

- Provide intern opportunities for a minimum of 10 – 12 student participants (per school year) with developmental disabilities for the 2010-2011 school year and to provide employment opportunities when available to people with disabilities whenever possible, also during that time period.
- Provide support necessary to maximize success of the program participants.
- Develop a minimum of 3 intern work sites during the first school year of the program, and continue to develop work sites as the program progresses.
- Publicize the collaboration and program activities with a minimum of two written materials and two public presentations.

**IV. Period of Agreement:**

The effective date of this Agreement will be March 2010 to June 2011.

**V. Limitation of Agreement:**

1. Termination of Convenience. Either party may terminate the Agreement upon a 30 day written notice to the other party.
2. Termination for Cause. If either party fails to perform in the manner called for in this Memorandum of Understanding, either party may terminate this Agreement upon a 30 day written notice to the other party.

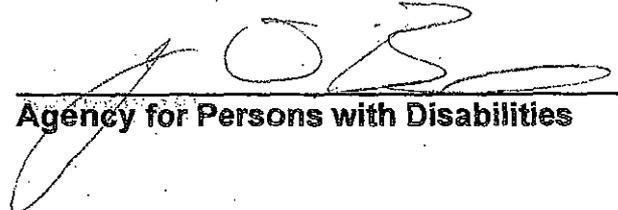
**VI. Relationship of Parties:**

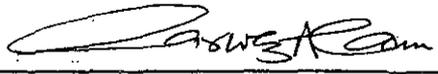
No agent or employee of either party shall be deemed an agent or employee of the other party. Each party will be solely and entirely responsible for the acts of its agents, subcontractors, or employees.

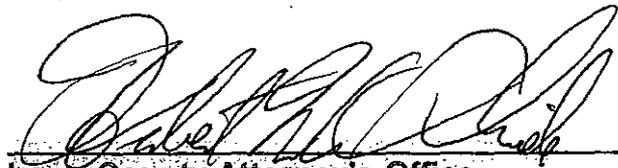
This Agreement is executed for the benefit of the Parties and the public generally. It is not intended nor may it be construed to create any third party beneficiaries.

Signatures:

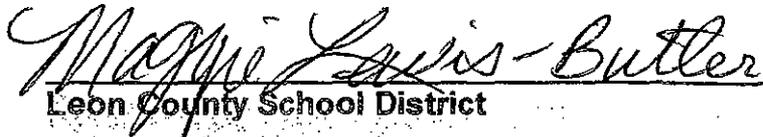
  
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Opportunity Services Date 8-24-10

  
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Agency for Persons with Disabilities Date 6/24/10

  
\_\_\_\_\_  
Leon County Administrator Date 7/13/10

  
\_\_\_\_\_  
Leon County Attorney's Office Date 7/9/10

  
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Department of Vocational Rehabilitation Date 6/29/10

  
\_\_\_\_\_  
Maggie Lewis-Butler Leon County School District Date 5/25/10

  
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Project Search Date 8-24-10

ATTEST:  
Bob Inzer, Clerk of the Court  
Leon County, Florida

BY: 