

Portfolios – What are they? How can they be used?

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www.ruralinstitute.umt.edu/transition

The MT-TIRC Portfolio Work Group

- Each person will develop their own Portfolio.
- The work group will help MT-TIRC staff develop and present a Portfolio Training.
- Work group members will present their own Portfolios to younger students to describe what Emerging Leaders are and to recruit new stories.

The Representational Portfolio

- A job development and representational tool
- Used to negotiate on behalf of an individual in need of customization
- Also used at IEP meetings and in other settings (e.g., training a new support person) to introduce an individual
- Includes both pictures and written information

The Portfolio...

- Represents individuals in a respectful, positive manner
- Shares positive images of people with a variety of disabilities working (and learning, living and playing)
- Portrays a variety of job tasks and job environments
- Describes the role of the employment agency

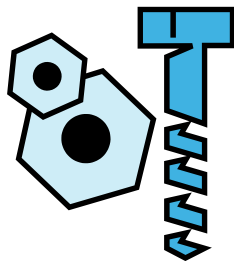
The Portfolio...

- Part One:
 - Describes general Customized Employment scenarios
 - Illustrates examples with pictures
 - Describes the role of the agency
- Part Two:
 - Represents an individual job seeker through narrative and pictures

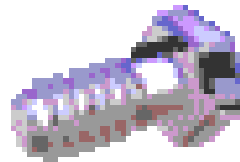
Using the Portfolio – Disclosure for Purposes of Negotiation

- Put disability “on the table” and discuss impact:
 - How person gets work done
 - What he or she might need for accommodations or adaptations
 - What support needs he or she has and how they might be met

Creating a Portfolio



Nuts and Bolts



Supplies:

- Digital camera (3.0 megapixels minimum)
- Floppy disk, USB connector, or other means of saving and transferring from camera to computer
- Charged batteries
- MS PowerPoint or other presentation program
- Presentation binder with clear sheet protectors
- Color printer

What to Include

- Introductory slide: formal picture (e.g., school portrait, graduation photo)
- Connections to community: volunteer organizations, participation in ongoing community activities, etc. For example:
 - We volunteer at the Missoula Marathon
 - We help our church at the annual rummage sale
 - Everyone in my family swims at the Missoula Aquatic Center

What to Include

- Strengths and assets
 - Vivienne has stayed at a job for over 11 years
 - Danielle is very familiar with Facebook, using her iPod Touch to access the social network
- Activities: should be important to the individual
 - Vivienne bench presses close to 250 pounds
 - Danielle has taken classes at Flathead Community College

What to Include

- Unique experiences
 - Danielle was a MYLF delegate in 2008
 - Sierra presented at the 2011 school mental health conference
- Supports necessary for success
 - Vivienne uses lists at home and at work to remember what to do
 - Sierra uses technology to communicate

What to Include

- Work experiences
 - School jobs, volunteer jobs, community work experiences, paid jobs, self-employment
 - Include photos of the individual working at the job
 - Include a list of all the *tasks* learned at the work experiences
 - Letters of recommendation?
- Responsibilities at home
 - Chores

Maclaen is looking for work.

Maclaen

- Graduate of Polson High 2002
- Published author
- Active church member
- Earned his Eagle Scout Badge in 2000
- Organized a community blood drive for his Eagle Scout project
- Volunteers at high school basketball games

Maclaen

- Won the Administration on Developmental Disabilities logo design contest in 2010
- Volunteered at St. Joseph's Assisted Living
- Advisory Board Member for University of MT, Rural Institute since 2009
- Active and committed work group member within the board

Maclaen

- Avid CD, video game and DVD collector
- Sports Enthusiast
 - Loyal fan of Pro Baseball, football, basketball, hockey, and wrestling
 - Griz and Polson Pirate supporter
- Passion for dogs and cats

Maclaen has had numerous work experiences

- Top 40 video
- Main Sail Video
- St. Joseph's Assisted
Living
- Mission Valley Animal
Shelter

Maclaen enjoys working with people.

- Experience with older adults at St. Joseph's Assisted Living Center
- Experience with Sales
- He is creative with his marketing pitch
- Experience working with children from infants through middle school age

Maclaen's marketing and sales skills became evident as he approached potential buyers with "you would look great in a purple T-shirt".

At Top 40 Video Maciaen assisted customers, checked in and shelved videos, and ran the cash register.

Odyssey Auto Glass

Maclaen was willing to do whatever was needed

TASKS

- Detailed cars
- Answered phones
- Inventoried supplies
- Ran errands
- Provided child care for the owner's infant

Skills and Attributes

- Works as part of a team
- Personable
- Greets people by name and remembers people's personal info
- Follows procedures and work rules exactly
- Great work ethic
- Organized
- Contributing community member
- Works until the job is done
- Enjoys public speaking
- Loyal
- Focuses on his tasks and works at a steady pace

At the Lake County Court House Maclaen quality checked property tax records.

Working with Children

- Maclaen has experience as a Literacy tutor for elementary and middle school students.
- He enjoys children of various ages.

At the North Lake County Public Library he reads to kids and helps facilitate activities.

Skills

- Eye for organization and neatness
- Works independently
- Willing to try just about anything
- Will ask for clarification and for assistance when needed
- Driven to succeed, always working on self-improvement
- Skilled at data entry
- Notices when someone needs help and takes the initiative to assist them
- Generous with his time
- Sincere, honest and considerate
- Enthusiastic about learning new skills

Maclaen has experience public speaking and has done several presentations as an Advisory Board Member.

North Lake County Public library

- Maclaen has been employed at the library 5 hours a week since 2002
- He alphabetizes books
- Categorizes
- Shelves books
- He has also volunteered at the library for over 10 years

Maclaen represented MT at a conference in Virginia and met the Commissioner of the Administration on Developmental Disabilities after winning the logo design contest.

The Logo was on all the conference materials including the T- shirts.

Maclaen organizes mailings for Premier Designs Jewelry where he is also employed part time.

As an Eagle Scout Maclaen earned 22 badges.
He was asked to attend another Scout's
Court of Honor ceremony .

Tasks Maclaen can do for your business:

- Data entry
- Quality check
- Stock shelves
- Track inventory
- Organize
- Alphabetize
- Run cash register
- Run errands and deliveries
- Read to people
- Facilitate activities
- Take messages and answer phones
- Make reminder phone calls
- Conduct surveys and solicit feedback
- Promote products
- Sales

Tasks that Maclaen can do for your business:

- Send out reminders
- Mailings
- Greet customers by name
- Take information
- Enter billing information
- Recruit people to volunteer
- Pass out information, food, supplies
- Sign people in
- Direct people

Conditions of Employment

- Likes to work with others
- Avoid isolation
- Avoid smelly places
- Avoid food
- I want to enjoy the work and be successful
- Works well with coworkers and customers
- Steady worker
- Looking for an environment where it is valuable to know and remember names and people

Conditions of Employment

- Looking for a boss who: provides clear information about work, rules, and how to do the work
- Who is willing to problem solve with him, especially when he takes something literally and shuts down
- Accessible boss or coworkers during his shift to ask questions
- Routine of familiar activities (timing can change as long as you know activities)

Conditions

- Prefer No dress code- jeans and T-shirt
- Within walking distance from home
- A mentor at work
- Up to 4 hrs day, prefer early morning
- Flexible in schedule
- Avoid Sundays if possible
- Work at a steady consistent pace
- No college required
- Defined expectations



My name is Mathalia.

I am a junior at
Big Sky High School.





I am taking many inclusive classes:

- Orchestra
- Culinary Arts
- Drama
- Art



My jobs at Big Sky High School:

- coffee cart
- library
- office
- recycling
- office
- candy machine



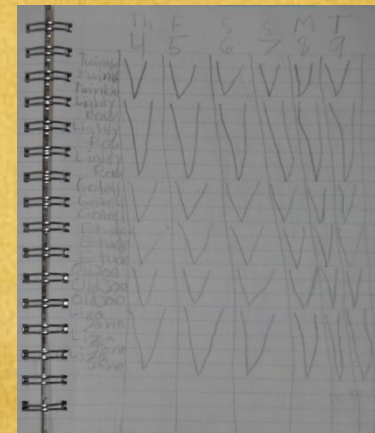
I swim for Big Sky/Loyola High School and Missoula Aquatic Club

Coach Meagan writes my events,
heats, and lanes on my arm so that
I am on time for my races.

I play violin.

I play for Big Sky Orchestra and in recitals around Missoula.

I have taken violin lessons since first grade.
I keep track of my practicing in my notebook. My teacher says I am a role model to her other students.



I have my own business.



I started making potholders when I was four years old. My mom helped me at first. Now I make them all by myself. I use a hook to take them off the loom.





I sell them in five shops.

- ❧ The Good Food Store
- ❧ Butterfly Herbs
- ❧ Rockin' Rudy's
- ❧ Great Harvest Bread
- ❧ Joseph's Coat



I am learning to get around
Missoula on my own.

I walk alone to the Grizzly Pool for swim practice.
And I ride the city bus to Missoula Children's Theatre,
the library and to Splash Montana.

The top corners of the page feature decorative floral motifs. On the left, there are two overlapping clusters of light green, multi-petaled flowers. On the right, there is a single, larger light green flower with several distinct petals. The background is a textured, golden-brown color.

I volunteer at Missoula Children's Theater.

I usher and hand out play programs and . . .

The top corners of the page feature decorative floral patterns. On the left, there are two overlapping clusters of light green, multi-petaled flowers. On the right, there is a single, larger light green flower with several petals. The background is a textured, golden-brown color.

I help prepare costumes for the next show.

I sort and wash dirty costumes.

I fold and organize clean costumes.





I volunteer at Missoula Public Library.

- I alphabetize books on carts.
- I sort TOT books.



I volunteer at Missoula Food Bank.

I organize donated items, stock shelves, face shelves and support recycling efforts.



I serve on the Youth Advisory Board.

Maclaen and I are selling
t-shirts to raise money.

Most members are under the age of 35 with
a developmental disability.

Our activities include:

- publishing newsletters
- presenting throughout Montana
- recruiting Emerging Leaders
- leadership training and development



Awards and Honors

- ❧ received Spirit Award, Winter Special Olympics, 2007
- ❧ received 'Yes, I Can' Award, Council for Exceptional Children, 2009
- ❧ recognized as an Emerging Leader, 2010
- ❧ received Missoula Children's Theater Volunteer of the Year Award, 2010
- ❧ asked to serve on Montana's Youth Advisory Board, 2010
- ❧ lettered in Swimming, Big Sky High School, 2011
- ❧ lettered in Academics, Big Sky High School, 2011

These are some of my skills:

- ❧ I am self directed and internally motivated
- ❧ I have many different interests
- ❧ I am conscientious and honest
- ❧ I keep track of days on the calendar and follow schedules.
- ❧ I am a good speller and typist. I also have neat handwriting.
- ❧ I am responsible. I remember to do my chores at home.
- ❧ I record things and pay attention to detail.
- ❧ I organize my belongings at home and at school; I keep track of my activities on the calendar.
- ❧ I am always willing to help out and I enjoy my volunteer work.

I have experience in these tasks:

- - ❧ alphabetizing books and magazines
 - ❧ sorting and delivering mail
 - ❧ taking inventory and replenishing supplies
 - ❧ supporting recycling efforts
 - ❧ stocking and facing shelves
 - ❧ sorting and organizing papers and other items



Tasks I can perform for your business:

- ❧ quality checking
- ❧ alphabetizing and setting up new filing systems
- ❧ making labels and supporting mailings
- ❧ sorting and organizing books and other items
- ❧ completing or pulling inventory
- ❧ data entry and bookkeeping
- ❧ assembling mailings and workshop materials



I like to share my portfolio.

- ❧ I presented In middle school and summer school classrooms around Missoula, as well as Culinary Arts, Orchestra and English at Big Sky High School.
- ❧ I submitted my portfolio to prospective employers and co-workers.
- ❧ I shared my story at conferences in Missoula and Helena.

ISAAC

Speaker

Graduation!

I graduated from
Custer County
District High
School in Miles
City, MT. in 2010.

Special Olympics

- 2002 Special Olympic Athlete
 - I compete in wheelchair races and bowling
- 2008 Global Messenger
 - Help train Global Messengers '09 & '10
- 2010-2013 Law Enforcement Athlete Ambassador
 - Prepare for and attend bi-annual board meetings
 - Present on behalf of LETR at conferences
 - Attend International LETR Conference in Calgary 11/2011

Work

Presently I work for:

- MYLF, Montana Youth Leadership Forum Recruiter
- MT-TIRC, Montana Transition Training, Information and Resource Center
- Independent Presenter

Montana Youth Leadership Forum, MYLF



Recruiter in Eastern Montana

- Contact schools about potential presentations
- Co-ordinate with school to do presentations
- Prepare materials and arrange transportation
- Presentation to students on opportunities through MYLF
- Follow up
- Prepare my input in advance to actively participate in Regional Transition Task Force meetings

Montana Transition Training, Information and Resource Center, MT-TIRC

Montana Transition Training, Information, and Resource Center, MT-TIRC, Advisory Board since 2008.

- Review information and prepare my input to be an active participant providing my ideas in several meetings monthly either as a board member or on a task group.
- Write articles for the newsletter.
- Present via webinars:
 - 8/09 “Self Awareness, Self-Advocacy, and Self Determination”
 - 12/09 “Montana's Emerging Leaders”
 - 2/10 “Assistive Technology at Work”
 - 8/11 “Portfolios - What are they? How can they be used?”
- <http://ruralinstitute.umt.edu/transition/trainingcalend.asp>

Conference Presentations

- 2009 PEAK Conference on Inclusive Education in Denver CO about assistive technology.
 - “Save a pencil!”
- Montana Youth Transition conference in 2009 and 2010.
- Montana Council for Exceptional Children conference in 2010.
 - “Alternatives to Guardianship: You have Options”
 - “Let’s Talk Tools”

Keynote Presentations

- 2011 CEC Conference
 - “What Works!”
 - <http://www.youtube.com/watch?v=H3vRSongO34>
- 2011 Region 5 PTAC Conference
 - “I Want to Be Heard”
 - <http://www.youtube.com/user/PLUKtelevision#p/c/E425E2499F5EC5E3/o/WDFDl3sMVMw>

You can check me out on YouTube!

Pats on the Back:

- “Isaac knocked it out of the park. Funny and charming.”
- “Isaac's presentation was amazing. He is such an inspiration and advocate. It was great to see how he uses AT.”
- “I think the insights and experiences he shared are very critical on educating others on the importance of communication for people with disabilities.”

Presentation Ideas:

- ✓ Speaking on the Assistive Technology I use
- ✓ Sharing what I have used for communication
- ✓ Self Advocacy
- ✓ Alternatives to Guardianship
- ✓ Youth Empowerment

Never Anything to do with Shredding Paper!

Contact me!

- itbaldry@gmail.com
- We can discuss:
 - What you would like in a presentation.
 - Price & Arrangements
- I look forward to working with You!

Questions?



- <http://ruralinstitute.umt.edu/transition/default.asp>
- <http://transition-toolbox.pluk.org/>