

St. Francis de Sales High School (SFDS) Work Study Program Overview

The mission of the Southeast Side Experience Incubator (SSEI) is to employ SFDS students in jobs and provide the resources to help students gain valuable skills and experience in a professional work environment. Students gain employable skills plus the confidence that they can succeed in a professional environment. The work experiences provide insights to career paths that can impact student's college decisions. Ultimately, the SSEI program is a vehicle for students to achieve higher social mobility.

SSEI contracts with companies throughout the Chicago, IL area to fill entry-level positions at their places of business. Student workers will be assigned to specific locations or work remotely from the school. This allows students to work one full day (approximately 6 to 7 hours) each week plus an extra day every fourth week without missing any academic classes. Students are placed in teams of four and work throughout the school year (late August to June) except during school vacations like Christmas and Spring break.

We work hard to make participation as simple as possible for job partners and ensure satisfaction with the program. Twice yearly onsite visits are made to each location to receive direct feedback regarding program policies, procedures, and the abilities of our student workers. Supervisors provide daily feedback through time cards that provide performance ratings plus written comments with more context. Additionally, the SSEI staff will communicate regularly with supervisors to ensure that student performance and skills meet the needs of the supervisor.

SSEI Benefits to businesses include:

- Cost-effective alternative to a full-time employee
- Student workers are employees of SSEI with a strong work ethic; no benefit costs, no employee related taxes to the business partner
- Student workers are provided job skills training by SSEI prior to the start date, plus ongoing support
- Enhance your company's diversity and establish a professional relationship with potential full-time employees

SSEI is incorporated as a supporting organization to St. Francis de Sales High School and any surplus funds are applied against the operating expenses of St. Francis de Sales High School resulting in an affordable tuition amount for students and their families. Working with adults in a professional environment helps students understand the importance of acting responsibly and professionally. Each student will have a direct supervisor who provides performance feedback including a twice-yearly comprehensive performance appraisal survey covering several skill categories.

SSEI transports our student workers to and from work daily throughout the school year. Each morning the scheduled student workers check-in to a staging classroom in dress code no later than 7:55 AM and then board one of our vans by 8:00 AM for the trip to their designated work sites. Workdays last approximately 6 to 7 hours (depending on the transportation schedule) and students are picked up by the same van and returned to the SFDS campus.