

# Exceptional Child Specialist/Vocational Education

<b>REPORTS TO:</b> Principal	<b>DEPARTMENT:</b> Special Education
<b>JOB DESCRIPTOR:</b> K53	<b>SCHEDULE:</b> R
<b>DATE:</b>	<b>NON-EXEMPT X</b>

## NATURE AND SCOPE OF JOB:

To act under the general direction of the building principal and the Director of Special Programs. The coordinator will provide over-all supervision and coordination of the program for student's transition from school to work through pre-vocational education, vocational education, intra-district placement and community job placement.

## JOB FUNCTIONS:

## ESSENTIAL FUNCTIONS:

1. Assists in planning and implementing a program of study that, as much as possible, meets the individual needs in vocational/career development and enhances the transition from school to work.
2. Assists staff, students, and parents in the development of an Individual Vocational Education Plan.
3. Communicates relevant information to the parents, students, employer, job coach, or other school personnel.
4. Collaborate and coordinates with outside agencies regarding transition services for students; i.e. Department of Vocational Rehabilitation, Easter Seals, RENEW, Job Service, Job Corp, Community Colleges, vocational/trade schools, internships, etc.
5. Develops a positive working relationship with employers, co-workers, and customers.
6. Works with the student, parents/guardians, staff, and community resources to familiarize them with the general range of services offered by the vocational/career department.
7. Places students at job training sites.
8. Supervises job coaches and students.
9. Provides training to supervisors, employers, and job coaches.
10. Serves as a resource to students and parents regarding post-secondary transition process and services.

## **OTHER FUNCTIONS:**

1. Follows school district policies and procedures.
2. Maintains accurate, complete, legible, and correct records as required by law, District policy, and administrative regulation.
3. Assumes individual responsibilities which may be assigned by the Director of Special Services, which may relate to committee work, student activities, or other planning and professional assignments.

**--EMPLOYEES ARE HELD ACCOUNTABLE FOR ALL FUNCTIONS OF THIS JOB--**

## **JOB QUALIFICATIONS:**

### **KNOWLEDGE, SKILLS AND MENTAL ABILITY:**

- Possess knowledge of Individual with Disability Education Act Rules Governing Students with Disabilities in Wyoming, especially the rules regarding transition services for students over the age of 16.
- Possess knowledge of basic computer processes on a personal computer as well as applications in the use of the Special Education Automated System for the creation of IEPs.
- Ability to follow and successfully complete both written and oral directions.
- Possess visual acuity, aided or un-aided, to read and interpret accurately written reports of a technical nature.
- Possess the ability to write reports of evaluation data in a fashion that is readable and understandable by all persons reviewing this written communication.
- Ability to enunciate clearly and communicate positively throughout the work day.
- Ability to work with a variety of personality types throughout the work day and year.
- Possess sound emotional judgment.

### **EDUCATION, LICENSE, CERTIFICATION OR FORMAL TRAINING:**

- Proper certification issued by the Professional Teaching Standards Board of Wyoming to be considered highly qualified for the secondary position.
- Valid Wyoming driver's license.
- Campbell County School District Defensive Driving course.
- A minimum of a Bachelor's Degree in a related field from an accredited college or university.
- Meet current district vehicle insurance qualifications for driving coverage. Current requirement is "less than 3 traffic violations within the last 3 years."

## **EQUIPMENT USED:**

On-the-job Equipment as necessary

Photocopy

Personal Computer

## **PHYSICAL DEMANDS:**

- Possess sufficient strength to lift boxes or equipment that may weigh as much as 50 pounds and be able to move them as far as 50 feet.
- Possess stamina to remain on feet for periods of as long as 2 full hours without discomfort.
- Possess stamina to remain seated for periods as long as 2 hours without discomfort.
- Possess visual acuity and stamina to work at a computer monitor for at least part of each day.

## **ENVIRONMENTAL DEMANDS:**

- Air conditioned building.
- Occasional exposure to weather extremes.
- Some employees may be occupationally exposed to bloodborne pathogens and other potentially infectious materials based on task and procedures required.

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