

POSITION TITLE: Teacher – Exceptional Education – Vocational

QUALIFICATIONS: Collegiate professional license with an endorsement in one or more areas of special education required, and a minimum five years of direct, documented experience providing job coaching at the secondary level with students with disabilities. Postgraduate professional license, preferred. Must have experience in providing structured intervention techniques to assist students in performing job tasks. Must have experience in teaching and assessing work skills, working directly with students in a variety of work experiences. Must have a solid understanding of special education procedures and policies, application of service delivery, and curriculum and instruction of students with disabilities. Must have knowledge of the IEP process, fair labor laws, vocational assessments, community-based organizations and transition planning. Must be able to develop and implement staff development activities related to transition, establish and maintain effective working relationships with others, and adapt to changing priorities. Must be able to work independently and effectively handle multiple assignments simultaneously. Excellent oral and written communications, organizational and public relations skills are essential. Bilingual skills to include Spanish are a plus. Must be able to effectively use Microsoft Office, Google Drive, Internet, Intranet and E-mail applications.

PERFORMANCE EXPECTATIONS: Plans, develops, and coordinates vocation and employment-related activities for students with disabilities as they move from school services to post-secondary competitive employment. Maintains and supports cooperative agreements related to transition between the school system and the various community agencies and work sites. Prepares students through classroom lessons and vocational experiences at school and community businesses for the adult work world they will enter after graduation, provides a variety of age and skill appropriate work experiences for students to explore and test their vocational interests and skills. Maintains ongoing professional staff training especially in vocational and employment arenas to match the vocational needs of students. Implements teaching strategies to develop/strengthen work skills and socialization behaviors. Works with classroom teachers to support generalization of vocational/employment skills. Evaluates and adapts program services according to student vocational needs. Develops proactive relationships with families, employers and adult service providers. Disseminates transition-related resources to students, parents and school staff. Expands the community-based program to include students from various disability categories. Maintains daily lesson plans, schedules, and logs of activities and work hours. Performs other related duties as assigned.

GENERAL DEFINITION AND CONDITIONS OF WORK: Duties performed typically in a school setting. Performs professional work providing teaching and/or training services to students in a specialized subject. Work requires frequent standing, sitting, walking and light lifting up to 10 pounds. Effective verbal and written communication skills for expressing or exchanging ideas, hearing to perceive information at a normal spoken word level and visual acuity for preparing and analyzing written or computer data.

REPORTS TO: Instructional Specialist

PAY SCHEDULE: Teacher Salary Schedule

LENGTH OF CONTRACT: 200 Days (9.5 months)

FLSA: Exempt