

LAMPETER-STRASBURG SCHOOL DISTRICT
Lampeter, Pennsylvania 17537

POSITION PROFILE - SPECIAL EDUCATION JOB TRAINER

QUALIFICATIONS

Possession of a high school diploma or its equivalent.

Possession of an Associate's Degree or higher, or the Pennsylvania Department of Education's Credential of Competency.

Possession of a valid PA driver's license and satisfactory driving record for the past 3 years.

SKILL PREPARATION

Ability to follow directions and communicate appropriately utilizing verbal communication skills.

Ability to work independently, use sound judgment, and make decisions in the absence of supervisor.

Ability to relate in a courteous and tactful way with all District personnel, students, and parents.

Physical ability to lift and/or assist in lifting pupils of various sizes and their assistive devices (considerable bending, stooping, and squatting must be tolerated as well as the ability to physically restrain students who are an immediate danger to themselves or others).

Physical ability to tolerate working outdoors in all temperatures and settings.

DUTIES AND RESPONSIBILITIES

Be responsible to the Special Services Director for the completion of all assigned duties with accuracy, professionalism, and confidentiality.

Obtain 20 hours of professional development each school year geared toward increasing knowledge of the local job market, employment trends, and social service agencies that support post-secondary needs, with the support and guidance of the special education teacher and Special Services Director.

Be directly responsible to the special education teacher for implementing the plans for individuals and small groups of students.

Through District trainers, obtain certification from the Crisis Prevention Institute and maintain that certification by completing refresher courses every two years.

Function as a member of the Individualized Education Plan (IEP) team.

Maintain confidentiality of records and information about students.

Conduct career awareness, job matching, job development, and job placement activities, as outlined in IEPs.

Provide job coaching, with faded support as outlined in student IEPs, while on work crews.

Evaluate student performance while on work crews, and provide progress monitoring data to the teacher.

Recognize and document employability skills of students and provide appropriate job matches.

Connect students and families with vocational agencies as deemed necessary by the IEP team. Make parent contact, as needed, to explain job training services and work crews for students.

Report and maintain accurate records concerning job training services. This includes job training agreements, a comprehensive list of community partners, and a detailed list of hours of job training provided for each student with a corresponding summary of activities.

Discharge all other assignments delegated by the Special Services Director.

EVALUATION

Evaluation will be conducted annually by the Special Services Director in the areas of core competencies and position performance.