



## **Special Education Teacher - Work Experience Coordinator**

**Department:** Special Education

**Contract:** 186 Days

**Supervisor:** Spec Ed Supervisor; Director of Spec Services

**Status:** Exempt

### **Position Overview & Responsibilities**

1. Develop, coordinate, and oversee work experience placements for students with disabilities.

- Contact employers and develop community-based opportunities for students to job shadow, have short-term exploratory job placements, and longer-term work experiences.
- Match students' needs, skills, and interests with available job placement opportunities.
- Meet regularly with job site supervisors to insure successful work experience placements.
- Seek to resolve problems that may arise regarding a student work experience placement.
- Provide necessary training to students prior to placement and ongoing support once placed at a work experience site.
- Maintain a database of work experience sites, the type of work experience(s) available at the site, and skill requirements associated with those positions.
- Train and provide ongoing supervision of paraprofessional job coaches.
- Provide in-school training and job placements.
- Coordinate student work opportunities with local businesses.

2. Function as a member of the special education team in providing comprehensive secondary transition services to students with disabilities.

- Teach/oversee the implementation of the required Work Seminar class prior to or in conjunction with a work experience placement.
- Serve as a member the IEP Team for students who would benefit from or participate in secondary transition/work experience activities.
- Provide opportunity for career exploration, job shadowing, and work experiences as specified in students' IEPs.
- Work to assist individuals with disabilities to find, retain, and upgrade employment.
- Coordinate the delivery of work experience services with IEP Managers and other providers to ensure continuity and consistency in providing comprehensive special education services to students.



- Collect ongoing data as to student performance at the work site, provide feedback to students, and provide data for Progress Monitoring of IEP goals.
  - Maintain an accurate record of services provided.
  - Supervise support staff, students, and tasks associated with students participating in hands-on, project-based opportunities.
  - Work collaboratively with county Vocational Rehabilitation Counselors to assist in the development of a coordinated student referral process to Rehabilitation Services.
  - Provide Career and other Transition assessments for the purpose of evaluation or re-evaluation.
3. Perform other comparable duties of a like or similar nature as apparent or assigned.
- Attend training sessions, conferences, seminars, and department and district meetings.
  - Attend County Transition Interagency Committee (CTIC) meetings as schedule allows.
  - Serve on District committees, task forces, work groups, etc., as requested.
  - Understand and be able to implement due process guidelines following state and federal rules, regulations, and District policies including applicable deadlines.
  - Keep abreast of changing developments, trends, and instructional and educational technologies.
4. Implement the systematic evaluation of client/student work potential and work behavior.
- Use real or simulated work to determine a student's vocational interests, strengths, and weaknesses.
  - Provide vocational exploration opportunities for students (school visits, tours, job observation, interviews, computer search, video tapes, etc.).
  - Interpret and discuss evaluation reports with student, teacher, parent, rehabilitation counselor, and other support personnel.
  - Identify teaching strategies and techniques that result in modifications in curriculum instruction and work-based learning.
  - Keep abreast of training options, work opportunities, and workplace trends.
5. Other duties as assigned.

#### **Requirements & Qualifications**

- Bachelor's degree in educational field and Licensed by the State of Minnesota to teach at the assigned grade level and academic area.
- Licensed as a Teacher/Coordinator Work Experience-Handicapped by the MN Board of Teaching.



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- Any other qualifications the Board of Education may deem necessary and desirable for the specific assignment.
- Working knowledge of the principals, practices, and ethical standards of secondary transition and work experience; relevant state and federal laws, rules, and regulations; and applicable district policies and procedures.
- Ability to develop and maintain positive working relationships with community employers and work-site supervisors.
- Ability to deal effectively and appropriately with students, parents, and other educational professionals regarding student concerns and problems.
- Ability to consult with school personnel in developing and implementing effective work experience placements for students.
- Ability to communicate clearly and concisely – both orally and in writing.
- Ability to transport self between the school and community work sites as needed.

## **Assignments**

Special education teachers work by district assignment and may be moved between buildings and/or programs based on student needs, location of certain programs, student count(s), and applicable licensure. This position may be identified as a Teacher on Special Assignment, subject to agreement.

## **Equal Employment Opportunity Employer**

The St. Michael-Albertville School District is an equal employment opportunity employer who applies veteran's preference during hiring in accordance with applicable laws and district policy. The STMA District does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, marital status, sex, status with regard to public assistance, disability, sexual orientation, age, family care leave status, or veteran status.