

**MIDWESTERN INTERMEDIATE UNIT IV**

**TITLE:** School to Work Teacher

**DATE:** February 22, 2017

**APPROVED BY:** MIU IV Board of Directors

**REPORTS TO:** Supervisor of Special Education

**JOB SUMMARY:** Provide direct services to students by determining appropriate work based education needs, identifying appropriate work sites and providing supervision of students at the work site. Work collaboratively with teachers, OVR counselors, job coach and special education facilitators in support of each student's transition plan and career goals.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

1. Work directly with CTE teachers, the OVR counselors, special education facilitators, district personnel and students to determine student readiness for work based educational experiences.
2. Establish a presence among employers in Butler, Lawrence and Mercer Counties promoting the value of providing work-based educational experiences for students with disabilities.
3. Identify and prepare employers to provide work based experiences for students with disabilities.
4. Arrange transportation for CBVT runs and accompany students to worksites for interviews and shadowing experiences.
5. Support students with new employee orientations and their transition to the new work based learning environment.
6. Monitor, document and support students during work based experiences on an ongoing basis.
7. Supervise students while on the work based education experience.
8. Maintain appropriate student records including employer training agreements and plans, performance assessments and profiles, grade reports, attendance records and other related documentation.
9. Meet with parents of students with disabilities to discuss the importance of work-based experiences as part of the student's educational plan.
10. Serve as liaison and ensure effective communication and coordination among job site supervisors, CTE teachers, special education facilitators, transition coordinators and OVR staff.
11. Provide input, implement and manage behavior plans for students when applicable.
12. Revise tasks and provide task analysis for specific jobs/activities as it relates to student comprehension and ability.

13. Assist and advise employers with accommodations and adaptation of the work environment to meet the individual needs of each student.
14. Participate in IEP meetings.
15. Provide instructional support consistent with the students IEP and transition plan.
16. Evaluate job sites and work based experiences ensuring appropriateness and safety at all times.
17. Provide job placement services to complete each student's transition plan in a timely fashion.
18. Assist in the documentation of all key processes and procedures as related to the position (i.e. ISO documentation); participate on internal audit teams and submit Opportunity for Improvement (OFI) as necessary for continuous improvement.
19. Perform other duties as assigned by the supervisor.

**QUALIFICATIONS:**

- Bachelor of Science degree in Education required
- Pennsylvania Special Education certification required
- Dual certification or High Objective Uniform State Standard Evaluation (HOUSSE) designation required
- Specialized training and/or experience working with youth and young adults with disabilities
- Knowledge and/or experience with ADA, IDEA and various state regulations related to students and adults with disabilities
- Occupational work experience in a variety of service occupations required
- Must have valid driver's license
- Submission of pre-employment medical examination (Section 148 of the Pennsylvania School Code)
- Submission of a report of criminal history record from the Pennsylvania State Police (Section 111 of the Pennsylvania School Code)
- Submission of a clearance report from the Pennsylvania Department of Public Welfare in accordance with Act 151 of 1994
- Submission of Federal Criminal History Report in accordance with Act 114 of 2006
- Submission of Arrest/Conviction Report and Certification Form per Act 24 of 2011
- Such alternatives to the above qualifications as the Board of Directors may find appropriate and acceptable

**PHYSICAL DEMANDS:**

- Ability to reach above and below the waist
- Ability to use fingers to pick, feel and grasp objects
- Some stooping, bending and twisting of the body required
- Ability to lift and/or assist in lifting students of ages ranging from 3-21 and their assistive equipment or devices up to 50 lbs.

- Ability to lift and/or carry supplies and/or papers weighing no more than 50 lbs.
- Ability to stand, walk, or move throughout the classroom for extended periods of time
- Ability to perform all aspects of Safety Mechanics

**SENSORY ABILITIES:**

- Visual acuity
- Auditory acuity

**WORK ENVIRONMENT:**

- Classroom environment and/or community environment
- Subject to inside environmental conditions

**TEMPERAMENT:**

- Must possess excellent interpersonal skills
- Able to make judgments and work under high level of stress

**COGNITIVE ABILITY:**

- Ability to communicate effectively
- Ability to organize tasks
- Ability to handle multiple tasks
- Ability to exercise good judgment

**SPECIFIC SKILLS:**

- Must possess computer skills
- Ability to operate various school/office equipment
- Must appropriately handle confidential information

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)