

TITLE: VOCATIONAL RESOURCE EDUCATOR

QUALIFICATIONS: 1. Valid Missouri Vocational Evaluation Certificate or Missouri Secondary Counseling Certificate or Valid Missouri Special Education Certificate.

REPORTS TO: Director of South Central Career Center

SUPERVISES: Paraprofessionals and volunteers as assigned

JOB GOAL: The Vocational Resource Educator participates in the development of student Individual Educational Plan (IEPs) coordinates services with the Division of Vocational Rehabilitation; facilitates placement in appropriate vocational education classes/programs; assists with curriculum modification needs; and serves as a community/agency/parent liaison.

PERFORMANCE RESPONSIBILITIES:

Recruitment:

1. Contact sending schools and provide information and materials pertaining to vocational education
2. Conduct tours of the vocational school

Assessment:

3. Review data for each potential student
4. Discuss possibility of the student, parent, and other proper personnel
5. Discuss occupational interests of the student with the student, teacher, counselor, parent, and other proper personnel
6. Assist in any informal assessment procedures as needed.
7. Review access skills of each student
8. Assist in completing the vocational assessment summary for each entering student

Appropriate program placement:

9. Review all evaluation information
10. Attend IEP meetings
11. Assist in writing the vocational component of the IEP with the vocational instructor
12. Assist instructor in curriculum modifications if necessary
13. Periodically review IEP and adjust placement if necessary

Resource activities and student follow-up:

14. Continuing contact with sending school counselors, special education teachers, and other appropriate personnel
15. Provide vocational teachers with resource teaching materials as needed
16. Assist teachers and students in the classroom as needed

Job Placement:

17. Assist students in transition from school to work
18. Assist students in employment skills workshop

