



Community-Based Career Education Specialist

Purpose Statement

The Community-Based Career Education Specialist assists students in meeting their secondary transition employment goals by providing special education services within community-based businesses.

Supervisory Relationship

Reports to: Director of Special Education

Essential Functions

- **Individualized Education Plans (IEPs):** Develop and implement transition IEPs tailored to the unique needs of each student, ensuring alignment with their employment goals.
- **Community-Based Instruction:** Coordinate and provide community-based instruction and training in various business settings to enhance students' practical skills and work readiness.
- **Student Supervision:** Supervise and support students during their community-based experiences, ensuring safety and facilitating learning.
- **Collaboration with Employers:** Establish and maintain partnerships with local businesses to create and support work experience opportunities for students.
- **Adult Service Providers:** Collaborate with adult service providers to ensure smooth transitions from school to post-secondary employment or training programs.
- **Student Assessment:** Conduct ongoing assessments of students' progress toward their transition goals, adjusting instruction and support as needed.
- **Professional Development:** Participate in professional development opportunities to stay current with best practices in transition planning and community-based education.
- **Documentation:** Maintain accurate records of student progress, IEP goals, and community-based activities.
- **Communication:** Communicate effectively with students, parents, school staff, and community partners to support student success and resolve any issues that arise.
- **Program Evaluation:** Evaluate the effectiveness of community-based programs and make recommendations for improvements.
- **Adhere to School Policies:** Follow school policies and procedures.
- **Attendance:** This position requires prompt and consistent attendance.
- **Perform Other Duties:** Undertake additional tasks as assigned to support the effective operation of the work unit.

Job Requirements: Minimum Qualifications

Skills

- Excellent interpersonal and communication skills.
- Strong organizational skills.
- Ability to develop and implement IEPs.
- Ability to supervise students and support staff in community settings.

Knowledge

- Current knowledge of transition IEPs and community-based programming.
- Understanding of adult service providers and their roles.
- Familiarity with disabilities including ID, LD, ED, and Autism.

Abilities

- Develop and maintain effective partnerships with community businesses.
- Assess and support students' transition goals.
- Work independently and as part of a team.
- Adapt to changing work environments and needs.

Responsibilities

Work independently under broad organizational guidelines. Manage and support the work of other adults, such as support staff or volunteers, within community settings. Utilize resources effectively to meet program goals and student needs. Ensure compliance with all relevant policies, procedures, and regulations. Impact student success and program outcomes through effective program implementation and evaluation.

Work Environment

The work environment varies, including both school and community-based settings. Frequent travel between school sites and community business locations is required. Involves working closely with students, employers, and adult service providers in diverse settings. The role requires flexibility to adapt to different work environments and schedules. Generally performed in a dynamic and interactive environment with frequent interruptions and varied activities.

Experience

Experience working with students with different types of disabilities at the secondary level is preferred

Education

Bachelor's degree in special education or a related field

Certificates and Licenses

Relevant certification in special education or a related field

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Salary Grade

Dependent on whether the individual hired is a certified teacher or professional support staff