Adams 12 Five Star Schools

Job Description

Job Title:	**SWAP Coordinator**	Job Code:	**6005**
Job Family:	**Non-Certified**	FLSA Status:	**Ex - P**
Pay Program:	**Administrative**	Pay Range**:**	**L09**
Prepared/Revised Date:	**July 2026**	Work Year:	**12 months - 34 hrs/week**

SUMMARY: Responsible for providing, obtaining, and coordinating services that result in successful employment for youth (ages 16 to 25) with mild to moderate disabilities exiting the school system. The School to Work Alliance Program (SWAP) is a collaborative effort involving Adams Five Star Schools, the Colorado Department of Vocational Rehabilitation (DVR), and the Colorado Department of Education (CDE). NOTE: This is a contract-funded position and duration is contingent upon continued funding.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Administer SWAP Program. Prepare annual Requests for Continuation Funds. Monitor budget and operate within contractual guidelines. Monitor and encourage performance related to contract goals. Prepare and disseminate reports. Respond to information requests from DVR, local school districts, community programs, etc. Develop, produce, and distribute brochures, fact sheets, and other program marketing materials. Maintain client tracking database. Supervise team of employment specialists. May be responsible for review, approval and verification of reported time in district time and labor system. May prepare and analyze time and labor reports and complete paperwork for payment of stipends and other pay.	D	35%
2. Coordinate identification of SWAP-appropriate participants, assist in gathering documentation used by DVR to determine eligibility, assign clients to employment specialists, advise and assist employment specialists in all aspects of job seeking, placement, and retention.	D	15%
3. Develop and maintain relationships with school districts, community and local agencies, DVR, CDE, parents, advisory and resource groups, local businesses, and other organizations. Develop and implement marketing strategies.	W	15%
4. As necessary, provide individual case management services to individual clients	D	15%
5. Visit local high schools (students and appropriate school personnel) and other target groups to ensure awareness and utilization of SWAP services. Respond to parent and school staff requests for information. Participate in community-based program meetings. Participate in community job and resource fairs. Ensure accuracy of district web-site content related to SWAP.	W	10%
6. Participate in state-wide, regional, and local trainings sponsored by DVR and CDE.	A	5%
7. Perform other duties as assigned.	Ongoing	5%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree from an accredited college or university. Four (4) additional years of similar or relevant experience may be substituted for this requirement.
- Minimum of one (1) year experience in job development or related experience.
- Experience working with diverse populations of young adults with disabilities desired.
- Management and supervisory experience desired.
- Must successfully complete current district training for supervision of Classified Staff within one (1) year of entering position.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Ability to travel among school and community locations.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Excellent written and verbal communication skills.
- Word processing and data management skills.

- Ability to maintain confidentiality and conform to HIPAA requirements.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.
- Ability to promote and follow Board of Education policies, District policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information systems.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Student Support Services Coordinator	4120

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	SWAP Employment Specialist	3	6000

- Supervisory responsibilities include hiring, disciplining, terminating, directing work, assigning work, training, and evaluating.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Prepare annual Requests for Continuation Funds, monitor budget, and operate within contractual guidelines.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit			X	
Use hands and fingers to handle and/or feel		X		
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk			X	
Hear			X	
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds			X	
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare		X		
Analyze			X	
Communicate				X

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Copy		X		
Coordinate				X
Instruct		X		
Compute		X		
Synthesize			X	
Evaluate			X	
Interpersonal Skills			X	
Compile			X	
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	