



## Northern Kentucky Cooperative for Educational Services JOB DESCRIPTION

**Position Title:** College and Career Readiness Trainer

**Responsible to:** NKCES Regional Director of Special Education

**Qualifications/Certification(s):**

- Bachelor or above, 5 years of experience in working with students with a variety of disabilities, experience in developing and providing professional development to educational professionals.
- Experience teaching students with disabilities is preferred.
- Understands that the goal of the program is for students with disabilities is to graduate either college or career ready.
- Knowledge and experience in special education law and due process procedures, intermediate technological/computer skills, strong interpersonal and communication skills,
- Self-starter and independent worker.

**Specific Responsibilities:**

- Develop and coordinate with school districts to provide summer workshops, camps, tours, etc.
- Coordinate and conduct youth conferences, exclusive for middle school students with disabilities.
- Develop, plan, coordinate and carry out a student-focused conference exclusive for high school students with disabilities that focus exclusive on Pre-Employment Transition Services.
- Work within a team to develop middle and high school conference.
- Provide trainings on topics related to exploring future employment options and post high school activities.
- To be able to lead a team to complete a task for co-op, region or district or school level staff.
- Work collaboratively with OVR and other consultants to review program plans.
- To develop, plan, coordinate and carry out comprehensive weekly group workshops to the schools in NKCES region during the school year.
- Work with students, family members, classroom teachers, businesses and others to identify potential career interests of job possibilities within their community.
- Provide summer workshops/camps/experiences over the summer months.
- Work collaboratively with district and school staff, and Office of Vocational Rehabilitation (OVR) to collect all the necessary information as written in the grant.
- To work collaboratively with districts to coordinate and teach the approved OVR curriculum.
- Communicate and interact with outside agencies in professional manner that promotes positive relationships and perceptions of NKCES.
- Attend trainings, workshops and conferences (as applicable to position and approved by supervisor) to maintain and enhance skills and performance, also be able to develop a professional development based on enhanced skills.
- Complete assigned duties in timely, accurate, and professional manner.
- Serve as a positive member of the NKCES team, contributing and taking initiative, within reasonable limits, to promote the mission and vision of the coop.
- Recognize potential problems within assigned responsibilities and communicate them to supervisor in timely fashion.
- Stay up-to-date and comply with requirements of law, regulations, and/or policies related to responsibilities.
- Collect and report quarterly data to OVR
- Maintains and submits appropriate documentation/paperwork in timely and accurate manner.
- Other duties as assigned.

**Term of Employment/Salary/Evaluation:** Full time employment, 200 - 215 days

Funding for position is provided through the Office of Vocational Rehabilitation and yearly renewal of contract will be based upon continued availability of funds from OVR. Annual evaluation in accordance with performance of job description and NKCES policies and procedures. Salary commensurate with rank and experience position on NKCES salary schedule

*NKCES is an equal opportunity employer.*