

MARION COUNTY JOB DESCRIPTION

Position Title: Director of Community Work Transition Program	Class Code: 7301
Department: Secondary	
Reports To: Director of Special Education/Designee	
Approved By: Marion County Board of Education	Date: June 2019

SUMMARY: Provide specialized services for a program involving the school or district in relation to students, parents, and/or the community at large.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Provide specialized services for an assigned program involving the school/district in relation to students, parents, and the community.
- Establish and maintain working relationships with stakeholders.
- Recruit and train volunteers as necessary to work in the program.
- Participate as a team member for specific student issues; assist in resolving with purposeful interaction with colleagues, parents, and others as necessary.
- Develop and distribute program material and literature to inform the community and parents of assigned program.
- Monitor and evaluate program effectiveness; follow-up on specific cases as necessary.
- Coordinate trips and special gatherings in support of assigned program.
- Serve as a liaison between students, support groups, parents, and others to assist in resolving student problems.
- Plan, organize and implement a community program for a school or the District office.
- Maintain records and prepare reports.
- Perform related duties as assigned.

SUPERVISORY RESPONSIBILITIES: As assigned by supervisor.

QUALIFICATION REQUIREMENTS: 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.

EDUCATION and/or EXPERIENCES: Any combination equivalent to: high school diploma or G.E.D., and two years instructional experience including at least one year in the area of specialty.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Kentucky driver's license.

OTHER SKILLS and ABILITIES:

- Operation of a computer.
- Research methods and report writing techniques.
- Meet objectives of assigned program and activities.
- Interpersonal skills using tact, patience, and courtesy.
- Technical aspects of field of specialty.
- Coordinate assigned activities to resolve student issues or develop community programs.
- Travel to student homes and interact with parents.
- Understand and follow directions.
- Communicate effectively.
- Establish/maintain cooperative and effective working relationships.
- Maintain current knowledge of program rules, regulations, requirements, and restrictions.
- Determine appropriate action within clearly defined guidelines.
- Work independently with little direction.
- Meet schedules and time lines.

PHYSICAL DEMANDS: The physical demands described here 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.

While performing the duties of this job, the employee is frequently required to stand and talk or hear and sometimes walk and sit. Occasionally the employee will bend or twist at the neck more than the average person. While performing the duties of this job, the employee may occasionally push or lift up to 50 pounds such as boxes of books and AV/VCR carts. The employee is directly responsible for safety, well-being, or work output of other people.

Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderate to loud. Duties are performed indoors and occasionally outdoors.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.