



FLOYD COUNTY BOARD OF EDUCATION
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Linda C. Gearheart, Member - District 1
Dr. Chandra Varia, Member- District 2
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Action/Discussion Item: To create a second position for a CWT (career work transition specialist).

Applicable Statutes or Regulations: KRS 162.90 Powers and Duties of the Local Board of Education.

Background and major Policy Implications: A CWT works with students with IEPs and the community to help introduce these students to various careers and helps them secure employment when possible. They also serve as program manager to ensure the program remains fiscally solvent. The number of kids that can be served far surpasses what one position can accommodate.

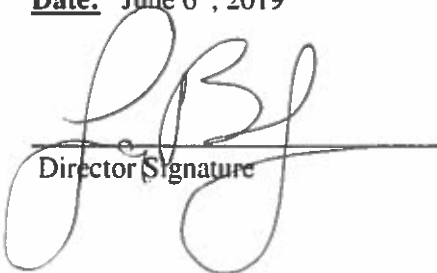
Fiscal Budgetary Impact: The salary will come from general fund. However, the position is reimbursed for hours billable and is a self-sustaining position.

Alternatives: None proposed.

Recommended Action: To approve the position.

Contact Person: Larry Joe Begley

Date: June 6th, 2019


Director Signature


Superintendent Signature



FLOYD COUNTY SCHOOLS

Classified Job Description

TITLE:	Employment Specialist
QUALIFICATIONS:	High School diploma or G.E.D.
REPORTS TO:	Special Education Director
JOB GOAL:	Coordinate and implement job development and placement programs.
TERMS OF EMPLOYMENT:	Salary and terms of employment according to approved salary schedules
EVALUATION:	Performance will be evaluated in accordance with provisions of the district evaluation plan.

PERFORMANCE RESPONSIBILITIES:

- Facilitates the districtwide implementation of the (CWTP) program.
- Gives encouragement, assistance, and direction to teachers, counselors and administrators to meet individual school, staff and student needs.
- Understands that the goal of the program is for each student to graduate with competitive integrated employment.
- Required to work with students with mild to moderate and severe disabilities.
- Works with students, family members, classroom teachers, businesses and others to identify potential career interests, preferences and various individualized job possibilities available in the community.
- Exhibits a working knowledge of and experience with technical and computer applications including word processing, data processing, desktop publishing and electronic mail.
- Prepares site related documents including site file folders, site file updates, and insurance information.
- Coordinates student Career Assessment to identify student competencies, interests, relevant vocations (including kinds of work previously unconsidered) and learning about the impact of students' disabilities and related support needs in the community.
- Completes written Career Assessment, and assists with development of student's IPEs (Individualized Plan for Employment-through OVR) and students' IEP (Individual Education Plan with teacher).
- Collaborates with school counselors and special education teachers in discussing the results of the Student Assessment and Education Program Planning-Student Career/Transition and Individual Graduation Plan (SC/T and IGP).
- Works with employers and students to develop personalized jobs.
- Provides consultations for business personnel related to specific instruction and support needs of individual students—promoting instruction by those who typically provide training, and supplementing employer training as needed.
- Provides follow-up services to promote job stability and advancements and continuing success of students.