**GARRARD COUNTY SCHOOLS**

**Job Description**

**CLASS TITLE: Career and Technical Special Education Outreach Coordinator**

**REPORTS TO:** Director of Special Education

**EXEMPT STATUS:** Exempt

**APPROVED:**

**BASIC FUNCTION:**

To help special needs students learn subject matter and skills that will contribute to their development as mature, able, and responsible men and women. Provide assistance to work site development and placement for students with disabilities in community for integrated and supportive employment

**REPRESENTATIVE DUTIES:**

* Meets and instructs assigned classes in the locations and at the times designated.
* Plans a program of study that, as much as possible, meets the individual needs, interests, and abilities of the students.
* Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
* Prepares for classes assigned and shows written evidence of preparation upon request of immediate superior.
* Encourages students to set and maintain standards of classroom behavior.
* Guides the learning process toward the achievement of curriculum goals and establishes clear objectives for all lessons, units, projects, and the like to communicate these objectives to students.
* Employs a variety of instructional techniques and instructional media, consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.
* Strives to implement by instruction and action the district’s philosophy of education and instructional goals and objectives.
* Assesses the accomplishments of students on a regular basis and provides progress reports as required.
* Diagnoses the learning disabilities of students on a regular basis, seeking the assistance of district specialists as required.
* Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
* Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulation.
* Assists the administration in implementing all policies and rules governing student life and conduct, and, for the classroom, develops reasonable rules of classroom behavior and procedure and maintains order in the classroom in a fair and just manner.
* Makes provision for being available to students and parents for education-related purposes outside the instructional day when required or requested to do so under reasonable terms.
* Plans and supervises purposeful assignments for instructional teacher aide(s) and volunteer(s) and, cooperatively with department heads, evaluates their job performance.
* Strives to maintain and improve professional competence.
* Coordinate and implement job development and placement programs; assist students with disabilities in developing job plans related to assessment and training opportunities
* Uses public relations principles and a broad base of educational expertise about students with disabilities to maintain a positive, effective, and efficient relationship for work site development with the community, the school board, the high schools, and central administration
* Manages referral system from high schools and life skills center to facilitate skills-based matching with job placement in the community and contact community resource persons daily to arrange for student placement
* Facilitates person-centered planning for job placement and maintenance and conferences with teachers and students to support optimum site selections
* Networks community businesses as a work site for employment trainers to improve post-secondary employment outcomes for students with disabilities based on preliminary Youth One Year Out data
* Maintains, updates and analyzes data to increase employers’ knowledge of disabilities and the benefit to business for improving inclusive practices and integrated employment
* Complete necessary reports and submits to appropriate supervisor
* Develops and maintains a data base of networked business sites with an increase of 20% of existing each year.
* Maintain various printed/published and electronic documents and/or records (e.g., program participation, contact sheets, agency referrals) for reporting required data, information, and/or documentation.
* Completes confirmation paperwork and returns same to the individual schools in an accurate and timely manner
* Develops materials for work sites to increase awareness, knowledge and implementation procedures for job coaching and support on the work site.
* Maintains regular attendance
* Performs other duties as assigned

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Curriculum, instruction, and assessment.
* Research methods and report writing techniques.
* Policies and objectives of assigned program and activities.
* Interpersonal skills using tact, patience, and courtesy.
* Technical aspects of field of specialty.
* Exhibits a broad base of knowledge about experience-based education, community-based instruction, supported employment, competitive employment for school to work transition as they apply to each individual student job placement
* Exhibits a working knowledge of and experience with technical and computer applications
* including word processing, data processing, desktop publishing, and electronic mail
* Applicable State and federal laws and requirements
* Principles and techniques of vocational training and employee selection.
* Sources and methods of labor market research, data analysis and job search techniques
* Oral and written communication skills.
* Laws, rules, and regulations related to assigned activities.
* Promote and develop private and public employment opportunities for students and graduates.
* Encourage and recruit prospective employers.
* Communicate effectively both orally and in writing.
* Compile and verify data and prepare reports.
* Prioritize and schedule work.
* Maintain current knowledge of program rules, regulations, requirements, and restrictions.
* Work independently and develop implementation plans.

**ABILITY TO:**

* To perform the responsibilities as previously outlined.
* Understand and follow oral and written directions.
* Communicate effectively both orally and in writing.
* Establish and maintain cooperative and effective working relationships with others.
* Maintain records and prepare reports.
* Operate a computer terminal.
* Prioritize and schedule work.
* Learn, apply, and explain policies, procedures, rules, and regulations.
* 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 timelines.

**PHYSICAL DEMANDS**

* Work is performed while standing, sitting and/or walking
* Requires the ability to communicate effectively using speech, vision, and hearing
* Requires the use of hands for simple grasping and fine manipulations
* Requires bending, squatting, crawling, climbing, reaching
* Requires the ability to lift, carry, push, or pull lightweights

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

**EDUCATION AND EXPERIENCE:**

* Bachelor’s Degree in field of assignment (minimum requirement)
* Valid Kentucky Teacher Certification in the field of special education
* 5 years of teaching experience with exceptional learners

**LICENSES AND OTHER REQUIREMENTS:**

* Valid Kentucky Teaching Certification for Special Education
* Valid Kentucky Driver’s License.
* Positive feedback on reference checks

**SALARY:**

* $42,821.22 - 62,904.16
* Plus 25 extended days $48,576.72 - $71,358.91

SALARY