### GARRARD COUNTY SCHOOLS

#### **Job Description**

**CLASS TITLE:** Special Education Employee Outreach and Homebound 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 the community for integrated and supportive employment. Provide home/hospital services to students with disabilities,

**REPRESENTATIVE DUTIES:**

* Collaborates to ensure students’ Individual Education Programs (IEPs) are designed and implemented to support an employment program of study that, as much as possible, meets the individual needs, interests, and abilities of the students.
* Coordinates student evaluations to identify student competencies, interests, relevant vocations (including kinds of work previously unconsidered) as well as learning about the impact of students’ disabilities and related support needs.
* Completes written vocational evaluation reports and assists with development of students’ IPEs (Individualized Plan for Employment – through OVR) and students’ IEP (Individual Education Plan – with teacher).
* 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 advancement and continuing success of students.
* Maintains necessary records for the local school system and the Offices of Vocational Rehabilitation. Keeps current and complete information regarding each student in student notebook/file.
* Completes year-end program data report.
* Works with students and their parents/guardians, classroom teachers, vocational liaisons or Special Education Coordinators, and OVR Counselors.
* Provides transportation according to district’s community based instruction policies and procedures.
* Attends all required meetings and trainings.
* 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.
* Assesses the accomplishments of students on a regular basis and provides progress reports as required.
* 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.
* 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
* 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
* Develops and maintains a data base of networked business sites
* 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 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 the 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.
* Provide home/hospital services to students with disabilities, in-person or virtually.,
* 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