

Three Rivers Local School District Job Description

Title: WORK STUDY COORDINATOR – Special Education

Qualifications: Bachelor's degree in education or related area

Reports to: Director of Pupil Personnel

Job Goal(s): To help students seek employment opportunities and successfully fulfill job requirements

RESPONSIBILITIES:

1. Plans and conducts special education work and study program for in-school youth.
2. Establishes contacts with employers and employment agencies and surveys newspapers and other sources to locate work opportunities for students.
3. Confers with potential employers to communicate objectives of work study program and to solicit cooperation in adapting work situations to special needs of students.
4. Evaluates and selects program participants according to specified criteria and counsels and instructs selected students in matters such as vocational choices, job readiness, and job retention skills and behaviors.
5. Assists students in applying for jobs and accompanies students to employment interviews.
6. Confers with employer and visits work site to monitor progress of student and to determine support to meet employer requirements and fulfill program goals.
7. Counsels students to foster development of satisfactory job performance.
8. Confers with school and community personnel to impart information about program and to coordinate program functions and related activities.

Terms of Employment

Length of contract and compensation will be determined by the Board of Education

The employee shall remain free of any alcohol and non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.

Evaluation

Performance of this position will be evaluated in accordance with provisions of the Board of Education's Policy on the Evaluation of Professional Personnel and will be done by the Director of Pupil Personnel.

[Board approved: April 8, 2008]