

Vocational Coordinator JOB DESCRIPTION

REPORTS TO: Assigned Special Education Administrator

CERTIFICATION: Master's Degree, School Certification, Transition Specialist Certification completed or in progress. Experience Preferred.

I. VOCATIONAL PROGRAM MANAGEMENT:

The Transition Specialist manages the vocational program.

- A. Develops long/short-range goals for the vocational program.
- B. Develops effective vocational programs for students.
- C. Completes required reports, case notes, contracts, and budget for the Department of Rehabilitation Services.
- D. Completes required reports and projects for SEAPCO in a timely manner.
- E. Supervises and trains job coaches.
- F. Provides supports and oversees services in job exploration counseling, work-based learning, counseling on post-secondary education, workplace readiness training, and instruction in self-advocacy for students in vocational programs as required by DRS contract.

II. SUPERVISION OF VOCATIONAL WORKSITES:

The Transition Specialist supervises vocational work sites.

- A. Develops and coordinates student work training sites.
- B. Monitors students at work sites.
- C. Evaluates students to maintain a system of records to provide an account of students' progress in vocational program; monthly student check-ins, quarterly work evaluations for students
- D. Provides teachers with ongoing information about student progress and distributes copies of student evaluations to teachers in a timely manner.

III. COMMUNICATIONS

The Transition Specialist facilitates communication with individuals and organizations.

- A. Facilitates communication between parents, students, administrators, teachers, and employers regarding vocational programs and post-secondary options for transition
- B. Facilitates communication with employers regarding job placements.
- C. Acts as a liaison between SEAPCO and DRS regarding financial arrangements, job placements, and monthly reports/meetings.

- D. Provides periodic reports to SEAPCO Director and Special Education Administrators regarding vocational activities.
- E. Acts as a communication link between teachers regarding collecting and compiling information from transition planning guides.
- F. Link to community resources for students, families, teachers and SEAPCO, assisting in transition planning.
- G. Provides classroom supports (resources/handouts/knowledge/information) to students and teachers in the area of vocational education and transition.

IV. PROFESSIONAL RESPONSIBILITIES:

The Transition Specialist implements professional responsibilities.

- A. Shares knowledge of vocational issues with SEAPCO staff and the Department of Rehabilitation Services by providing consultation to them.
- B. Participates in IEP meetings, annual reviews, Eligibility meetings, in-services, and building meetings as needed.
- C. Maintains records as specified by SEAPCO and DRS requirements.
- D. Maintains ongoing contact with community agencies and committees such as Education for Employment, the Central IL Transition Planning Committee, and adult service providers in the counties that serve SEAPCO students.
- E. Keeps a written record of all contacts with students, parents, teachers and administrators.
- F. Manages official SEAPCO paperwork for student caseload.
- G. Demonstrates respect for student confidentiality.
- H. Displays attire appropriate for job situations.
- I. Maintains continuity of programs by adherence to attendance and schedules.

PROFESSIONAL DEVELOPMENT:

The Transition Specialist participates in activities that promote professional development.

- A. Continues professional growth through reading, workshops, and conferences with the Department of Rehabilitation Services.
- B. Expected attendance at the Illinois Statewide Transition Conference
- C. Keeps apprised of current rules and regulations in the area of Special Education, Vocational Education and Transition

