

AMHERST EXEMPTED VILLAGE SCHOOL DISTRICT  
JOB DESCRIPTION

<b>Title:</b>	<b>SPECIAL EDUCATION WORK-STUDY COORDINATOR</b>	<b>File 114</b>
<b>Reports to:</b>	Director of Special Education	
<b>Job Objectives:</b>	Collaborates with community partners and district staff to facilitate effective academic, career planning, transition, and employment activities. Promotes program innovations. Encourages close working relationships with parents, students, staff, and employers. Keeps the director of special education informed about emerging issues.	
<b>Minimum Qualifications:</b>	<ul style="list-style-type: none"><li>· Valid Ohio administrative license or certificate appropriate for the assignment.</li><li>· Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).</li><li>· Documentation of a clear criminal record.</li><li>· Complies with drug-free workplace rules and board policies.</li><li>· Ability to identify emerging employment trends and profile training characteristics.</li><li>· Expertise in the identification and use of educational options, auxiliary services, and curricular materials that address the educational needs of program participants.</li><li>· Ability to organize community support for the work-study program and student assimilation activities.</li></ul>	
<b>Responsibilities and Essential Functions:</b>	<p>The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.</p> <ul style="list-style-type: none"><li>· Directs the delivery and continuous improvement of a continuum of work-study services (e.g., student records, testing, counseling, mobility training, transportation services, job placements, follow-up activities, etc.).</li><li>· Upholds board policies and follows administrative procedures.</li><li>· Maintains visibility. Promotes a favorable image of the school district. Builds community partnerships that enhance district programs and services.</li><li>· Helps develop and implement the district's continuous improvement plan. Develops a strategy to accomplish personal performance objectives within specified time lines.</li><li>· Provides staff leadership. Develops action plans. Helps resolve problems. Maintains open and effective communications with staff and the community.</li><li>· Monitors workforce trends. Supports a full range of career options. Identifies, secures, and confirms arrangements for community-based job training and/or employment sites.</li><li>· Chairs advisory committee meetings. Collaborates with educational, business, social service, and community residents to identify existing and emerging work-force skills.</li><li>· Documents the academic, technological, and personal characteristics required for successful participation in anticipated learning and work environments.</li><li>· Upholds laws governing the employment of minors (e.g., prohibited occupations, restricted working hours, etc.).</li><li>· Prepares budget recommendations that address program objectives.</li><li>· Administers the board-approved budget for assigned areas of responsibility.</li><li>· Administers authorized supplemental service contracts.</li><li>· Keeps current with the K-12 courses of study, the district's scope and sequence framework, and state standards/guidelines.</li></ul>	

- Complies with state model policies and procedures for the education of students identified as having a disability. Works with staff to ensure that services are provided in the least restrictive educational environment.
- Promotes a balanced perspective of work activities and family life. Maintains career-focused resource materials that support teaching and student learning activities.
- Promotes the continuous advancement of academic standards. Collaborates with staff to facilitate the development of an integrated curriculum that helps students develop skills expected by post-secondary educational institutions and employers.
- Facilitates communications with employers participating in job training/employment activities. Coordinates and/or provides on-site supervision of assigned students.
- Coordinates student placement activities (e.g., application/interview procedures, work environment adaptations, job coaching assignments, student assessment/progress reports, retention activities, etc.).
- Identifies summer placement and learning opportunities for teaching staff to develop first-hand work-based knowledge that support work-study program objectives.
- Promotes the continuity of the instructional program. Provides insights about the progression of student skills and key contributions made by staff at each level.
- Encourages staff to develop and disseminate innovative program materials.
- Serves as a liaison and information resource for the work-study program.
- Supports a full range of educational options. Helps staff resolve problems related to the participation of students with disabilities in appropriate peer group activities.
- Provides guidance, communicates high expectations, and shows an active interest in student progress.
- Maintains high standards and upholds the student conduct code.
- Uses state and district-level standards to measure program performance. Monitors innovations and recommends changes to enhance future work-study activities.
- Oversees the timely submission of reports, records, and inventories. Maintains district records for the maximum period mandated by law and/or board policy.
- Promotes the effective use of available technology in records management and instructional activities. Upholds computer technology acceptable use policies.
- Serves as a resource to teachers with special education students in their classrooms.
- Works with community services associated with students' programs (e.g., court systems, law enforcement, health care facilities, child welfare services, etc.).
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Takes precautions to ensure staff/student safety. Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and works with staff to eliminate unacceptable behavior.
- Reports evidence of suspected child abuse as required by law.
- Encourages parent organizations. Supports and participates in school and student activities as time permits.
- Supports appropriate research and pilot projects. Identifies and recommends funding opportunities. Helps prepare grant and foundation proposals.
- Participates in national, state, and/or regional activities that advance district goals.
- Participates in professional growth opportunities.
- Accepts personal responsibility for decisions and conduct.
- Strives to develop rapport and serve as a positive role model for others.

- Performs other specific job-related duties as directed.

**Abilities  
Required:**

The following characteristics and physical skills are important for the successful performance of assigned duties.

- Articulates a clear vision and provides leadership to advance the change process.
- Promotes a positive work environment and engenders staff enthusiasm.
- Skillfully manages individual, group, and organizational interactions.
- Averts problem situations and intervenes to resolve conflicts.
- Interprets information accurately and initiates effective responses.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Organizes tasks and manages time effectively.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.

**Supervisory  
Responsibility:**

Under the direction of the director of special education: plans work assignments, provides instructions, and monitors assigned staff. Promotes teamwork and helps staff as needed to successfully accomplish delegated duties.

**Working  
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require prolonged use of a computer keyboard and monitor.
- Duties may require working extended hours.
- Duties may require working under time constraints to meet deadlines.
- Exposure to adverse weather conditions and seasonal temperature extremes.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

**Performance  
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Amherst Exempted Village School District Board of Education.

The Amherst Exempted Village School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.