

POSITION DESCRIPTION
NORTHFIELD PUBLIC SCHOOLS
 July 2012

SECTION I: GENERAL INFORMATION

Position Title: Work Experience Coordinator	Department: Student Services/Special Education
Immediate Supervisor's Position Title: Director of Student Services	FLSA Status:
Band/Grade/Subgrade: D-6-2	Bargaining Unit: NEA
Job Summary: Under the direction of the Director of Student Services and High School Principal, develops, coordinates and oversees work experience placements for students with disabilities between schools and employers in accordance with District policies and State and Federal labor laws.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility No:	1	Statement of duty/responsibility: Develops, coordinators and oversees work experience placements for students with disabilities.
Percent of Time:	70%	
Tasks involved in fulfilling above duty/responsibility:		
<ul style="list-style-type: none"> • Contacts employers and develops community-based opportunities for students to job shadow, have short-term exploratory job placements and longer-term work experiences. • Matches students needs, skills and interests with available job placement opportunities. • Meets regularly with job site supervisors to insure successful work experience placements. • Seeks to resolve problems that may arise regarding a student work experience placement. • Provides necessary training to students prior to placement, and ongoing support once placed at a work experience site. • Maintains a data-base of work experience sites, the type of work experience(s) available at the site, and skill requirements associated with those positions. • Trains and provides ongoing supervision of paraprofessional job coaches. 		
Duty/Responsibility No:	2	Statement of duty/responsibility: Functions as a member of the special education team in providing comprehensive secondary transition services to students with disabilities.
Percent of Time:	25%	
Tasks involved in fulfilling above duty/responsibility:		
<ul style="list-style-type: none"> • Teaches the required Work Seminar class prior to or in conjunction with a work experience placement. • Serves as a member the IEP Team for students who would benefit from or participate in secondary transition, work 		

experience activities.

- Provides opportunity for career exploration, job shadowing and work experiences as specified in students' IEPs.
- Coordinates the delivery of work experience services with IEP Managers and other providers to ensure continuity and consistency in providing comprehensive special education services to students.
- Collects ongoing data as to student performance at work site, provides feedback to student, and provides data for Progress Monitoring of IEP goals.
- Maintains an accurate record of services provided.

Duty/Responsibility No:	3	Statement of duty/responsibility: Performs other comparable duties of a like or similar nature as apparent or assigned.
Percent of Time:	5%	

Tasks involved in fulfilling above duty/responsibility:

- Attends training sessions, conferences, seminars, department and district meetings.
- Attends County Transition Interagency Committee (CTIC) meetings as schedule allows.
- Serves on District committees, task forces, work groups, etc., as requested.
- Keeps abreast of changing developments, trends, instructional and educational technologies.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:

REQUIRED EDUCATION/TRAINING (choose one)				DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)	
less than high school diploma				Bachelor's or Master's Degree	
High school diploma or GED.				Major field of study or degree emphasis Special Education or a Related Services. Advanced training in the area of transition and work experience.	
1 year college		2 years college			
3 years college	x	4 years college			
1st year graduate level					
2nd year graduate level				Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:	
Doctorate level					
<ul style="list-style-type: none"> • Working knowledge of the principals, practices and ethical standards of secondary transition and work experience; relevant state and federal laws, rules and regulations; and applicable district policies and procedures. • The ability to develop and maintain positive working relationships with community employers and work-site supervisors • Ability to deal effectively and appropriately with students, parents and other educational professionals regarding student concerns and problems. • Ability to consult with school personnel in developing and implementing effective work experience placements for students. • The ability to communicate clearly and concisely - both 					

orally and in writing.

Required Work Experience in Addition to Formal Education/Training:

Required Supervisory Experience:

**LICENSE/
CERTIFICATION**

Identify licenses/certification required upon hiring:

Licensed as a Teacher/Coordinator Work Experienced Handicapped by the MN Board of Teaching.

**ESSENTIAL SKILLS
REQUIRED TO
PERFORM THE
WORK**

Skilled in:

- Ability to communicate ideas clearly and concisely, both verbally and in writing.
- Ability to transport self between the school and community work sites as needed.
- Basic computer literacy - word processing, data entry.

RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS

	Titles of Positions Directly Supervised	# of Employees
1	Job Coaches	3
TOTAL		

INDIRECT SUPERVISION:

Number of employees indirectly supervised: Special Education Paraprofessionals

Total: 0

HAZARDOUS WORKING

CONDITIONS: *The essential duties of the work are performed under various physical hazards or environmental conditions noted.*

Duties are generally performed in a typical classroom/school and in various community work environments where there are minimal environmental hazards and risks. Employee(s) may be exposed occasionally to disagreeable conditions involving human/student/parental contact.

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		X		
Walk			X	
Sit			X	
Use hands dexterously (use fingers to handle, feel)			X	

Reach with hands and arms			X	
Climb or balance		X		
Stoop/kneel/crouch or crawl		X		
Talk or hear				X
Taste or smell	X			
Physical (Lift & carry): up to 10 pounds			X	
up to 25 pounds		X		
up to 50 pounds	X			
up to 75 pounds	X			
up to 100 pounds	X			
more than 100 pounds	X			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Light Work:

Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job.

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Signature – Department Head

Date

Signature – Human Resources

Date

Classification History: