



Alexander Leigh Center for Autism

TITLE: Vocational Services Coordinator **CLASSIFICATION:** Professional **FLSA STATUS:** Exempt

REPORTS TO: Director of Special Education, Director of Operations and Executive Director

SUPERVISED BY: Director of Special Education

WORKS WITH: ALCA Staff, Students, Transition Program Employment Specialist, Parents and Community Partners

PURPOSE: The purpose of the Vocational Services Coordinator is to design prevocational/vocational opportunities for students ages 12-18 and prepare them for the Transition Program (work program) at ALCA. This includes skill sets in hygiene, ADL, prevocational and leisure skills. The Vocational Services Coordinator designs micro business, creates and directs in school jobs, teaches skillsets to students and creates community volunteer opportunities for students. S/he works closely with classroom teachers, Transition Program Employment Specialist, related services and 1:1 staff. Vocational Services Coordinator works to design and write vocational curriculum, plans and executes vocational exploration units and serves on the Transition Team.

ESSENTIAL DUTIES AND RESPONSIBILITIES: (not limited to and duties may be assigned)

- Assess students to determine skill level
- Write IEP goals for prevocational/vocational and track report quarterly
- Participate in all IEP meetings
- Develop appropriate instructional materials and techniques
- Train staff to implement goals as appropriate
- Develop, expand and oversee in school jobs (school store, gardening, cleaning, etc)
- Plan and execute 3 vocational exploration units each school year with teachers and Transition Team
- Partner with community to access prevocational/vocational/volunteer opportunity
- Schedule transportation as appropriate
- Work 1:1 with students to develop strong skill sets
- Develop community jobs and volunteer opportunities
- Expose parents to DRS, PUNS, housing to support adulthood at 18
- Create and hold parent meetings regarding adulthood
- Serve as resource to parents in transition services per county
- Develop "Adult Services" handbook by county
- Maintain student, parent and staff confidentiality
- Regular, consistent, and punctual attendance
- Other duties as assigned

EDUCATION/KNOWLEDGE REQUIREMENTS:

- Minimum LBS1
- State approval as Vocational Coordinator preferred



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- Minimum of 3 years of experience in Vocational Education
- Experience in instructional design and modification of programs

SKILL REQUIREMENTS:

- Independent work ethic
- Ability to maintain positive and flexible attitude toward daily responsibilities and colleagues
- Understanding of regulations for special education and transition services
- Excellent communication and collaboration skills
- Professional appearance and demeanor
- Excellent organizational and writing skills
- Desire to build and grow programming
- Strong leadership skills
- Ability to multi task, schedule and facilitate both long and short term projects
- Knowledge of current theory, philosophy and practice in assessment, curriculum, instruction and professional development
- Ability to be certified in CPR/First Aid and maintain certifications
- Successful completion of PCM certification and annual recertification
- Exhibit professional conduct with school colleagues, students, parents, school districts, and the community-at-large in accordance with ALCA policies, procedures and work rules
- Maintain employee confidence by keeping all employee and student information confidential
- Contributes to team effort by accomplishing related tasks as needed
- Updates job knowledge by participating in educational opportunities, reading technical publications, etc

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is regularly required to use hands, lift, talk, hear, stand, sit, stoop, kneel crouch, or crawl. The employee is also frequently required to walk, run, reach with hands and arms, climb and/or balance.

- Able to move or position a student of up to 100 lbs individually
- Able to stoop, crouch and kneel for long periods of time (greater than 20 minutes)
- Able to use PCM procedures and protocols on a daily basis
- Must be able to work both indoors and outdoors in all weather conditions

*Nothing in this job description restricts Administration's right to assign or reassign duties and responsibilities to this job at any time

OSHA ACT: This position may be infrequently required to handle human body fluids, biological agents, cleaning chemicals, and/or be exposed to hazardous materials and/or noise levels.

ADA: The employer will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990.

This job description will be reviewed periodically as duties and responsibilities change with business necessity. Essential and additional job duties and functions are subject to modification.

EEO/AA

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