

## **LOCKPORT TOWNSHIP HIGH SCHOOL DISTRICT 205**

**TITLE:** Career Facilitator

**QUALIFICATIONS:** Bachelor's Degree in the field of Rehabilitation Services, Human Resources, or other field that would enhance the vocational programming for students with disabilities.  
Educational License required: PEL, ELS, SUB  
Experience working with students or adults with disabilities in the vocational milieu preferred.  
Good Communication and problem-solving skills.  
Good listening skills, compassion, and patience.  
Knowledge of the Americans with Disabilities Act.  
Strong familiarity with the social welfare systems available to persons with disabilities.

**REPORTS TO:** Special Education Coordinator-Transition

**EMPLOYMENT STATUS:** Full-Time, At-Will Position; FLSA Non-Exempt

**SALARY:** \$33,000- \$36,000 depending on experience  
\*This is a DRS grant-funded position  
200 days per school year

**JOB GOAL:** To work collaboratively with Special Education personnel in the planning and implementation of Special Education Vocational Systems. Provide supervision for students served by the Secondary Transition Employment Program (STEP) and coordinate daily support for community training opportunities. Work directly with the LTAC program, and other assigned students to provide vocational training opportunities to students with disabilities. Collaborate with social service agencies to assist with linkages after graduation.

### **PERFORMANCE RESPONSIBILITIES:**

1. Work with community partners acting as a liaison for the Special Education Department, Community and Vocational Programs.
2. Provide direct supervision of students training at community work experience & training sites.
3. Create a system for job coaches to collect data on sites in order to analyze student skills and inform IEP teams.

4. Act as a liaison for the community assisting students to secure gainful training sites and monitor for their success.
5. Assist students to develop the skills necessary to secure a gainful training site, resume development, interviewing skills and application completion.
6. Coordinate daily schedules of paraprofessionals for all vocational experiences in LTAC.
7. Assist with individual transportation training as needed.
8. Assist with the development of vocational training activities in the classroom to support community connections & success.
9. Coordinate all DRS meetings for students at LTAC & ensure documentation is completed for meeting.
10. Complete functional vocational evaluations, as needed.

**EVALUATION:** Performance of this job will be evaluated yearly in accordance with provisions of the Board of Education Policy.