

Special Education Work Experience Coordinator

Reports To

Director of Special Education

Position Purpose

The Special Education Work Experience Coordinator develops, coordinates, and monitors community-based work experience opportunities for students receiving special education services. The Coordinator collaborates with students, families, IEP case managers, administrators, employers, and paraprofessionals to ensure work placements align with students' IEPs, transition goals, and post-secondary plans.

Essential Responsibilities

- Collaborate with principals and IEP case managers to identify students who may benefit from work experience opportunities.
- Ensure work experience placements align with students' IEPs, transition plans, interests, and abilities.
- Develop and maintain relationships with community employers and secure appropriate work placements.
- Provide off-site supervision of students in work experience placements and address concerns as they arise.
- Keep IEP case managers and administrators informed regarding student progress and workplace issues.
- Provide guidance and direction to paraprofessionals supporting students at community job sites.
- Collect employer feedback and performance data to monitor student progress and inform future placements.
- Share employer feedback and progress updates with students and IEP case managers.
- Maintain and distribute a monthly list of participating students and work sites to principals and deans.
- Meet monthly with the Director of Special Education to review program progress, address challenges, and support continuous improvement.

Qualifications

- Bachelor's degree in Education, Special Education, Human Services, or related field.

Work Based Learning license in Minnesota.

- Special Education Licensure within Minnesota.
- Knowledge of transition planning and work-based learning.
- Strong communication, collaboration, and organizational skills.
- Ability to travel to community work sites.