

**JOB DESCRIPTION:**

This employee is responsible for planning, developing, coordinating, and assessing job training and transition services for special populations.

Duties of this position include but are not limited to:

1. **Planning:**
  - a. Participating in the development and implementation of district procedures for programs.
  - b. Participating in the application for and implementation of appropriate state and federal grants.
  - c. Monitoring federal and state funded projects.
  - d. Assisting in the development of policies for job training and transition services.
  - e. Developing, monitoring and evaluating transitional plans.
  - f. Planning procedures for the collection of data for required state, district, and federal reports.
  
2. **Coordinating:**
  - a. Supervising ESE OJT Teacher/Coordinators and job coaches.
  - b. Assisting those teachers in methods of instruction, use of materials, etc.
  - c. Participating in ESE/Vocational committees in a leadership role.
  - d. Assisting with the coordination of agency participation in transition services.
  
3. **Evaluating and Reporting:**
  - a. Evaluating job training programs for special populations based on state, district, or federal criteria.
  - b. Assisting with the development and implementation of Vocational Core Measures and Standards.
  - c. Assisting in the development and dissemination of the required vocational program information for students who are members of special populations.
  - d. Preparing and submitting reports on job training and transition services for special populations as required by state and federal law.
  - e. Monitoring the implementation of grant proposals.

**REQUIRED QUALIFICATIONS:**

1. Bachelor's degree.
2. Certification in ESE or Vocational subject area.

**DESIRED QUALIFICATIONS:**

1. Master's degree or above.
2. Experience with special populations.