

## NOTICE OF VACANCY

Lewis Cass Intermediate School District is now accepting applications for the position of:

### VOCATIONAL TRAINING COORDINATOR

**A. Qualifications:**

1. Valid Michigan Teaching Certificate (BA/BS general /special education ), special education preferred
2. Experience working with individuals with disabilities in an educational or work environment, especially in job training or job development capacity.
3. Experience in the education and/or business sectors.
4. Interpersonal skills essential for effective communication with local district staff, Lewis Cass ISD staff, Michigan Rehabilitation Services staff, and business and industry representatives.
5. Strong basic computer skills.
6. Experience with and understanding of the career preparation process.

**B. Terms of Employment:**

1. Contract based upon the regular school year (185 days) schedule of Lewis Cass Intermediate School District.
2. Salary and fringe benefits are according to the master agreement between the Lewis Cass Board of Education and the Southwestern Michigan Educational Association (SMEA).

**C. Responsibilities:**

1. Locate & evaluate prospective training sites for work experience and job placement activities.
2. Complete & maintain required paperwork relative to student learning experiences.
3. Assist in providing transition services for students in special education within transition team structure currently in place at LCISD.
4. Inform training site personnel regarding state and federal employment laws (familiarity with OSHA, MI-OSHA, etc).
5. Identify related instruction between the school and business settings.
6. Work with student, parents and school staff to establish goals for work experience placements and related educational experiences.
7. Assess student performance in work experience settings with the assistance of job coaches and employers by providing regular and timely on-site supervision.
8. Assist in gathering and disseminating information concerning careers and jobs.
9. Attend IEP meetings as requested and in coordination with supervisor and transition team members.
10. Perform vocational evaluations for identified students as determined necessary by supervising caseload teacher and based on IEP goals.
11. Train, supervise & coordinate daily activities of job coaches who are employed by Lewis Cass ISD.
12. Provide workplace safety training to students who participate in work based experiences.
13. Coordinate & supervise provision of tutoring services for special education students who may participate in driver's education programs offered at local high schools in the summer.
14. Document activities related to Michigan Rehabilitation Services funding and maintain required paperwork, including split position timesheet for MRS audit purposes.
15. Attend required & appropriate professional development activities.
16. Attend various meetings and/or communicate with appropriate groups related to job duties (i.e. teachers, guidance counselors, parents, related agency personnel, advisory committees.)
17. Other duties as assigned by the administration.

If interested please send resume to: Eldridge Louis Chism, Jr. Director of Special Education, LEWIS CASS INTERMEDIATE SCHOOL DISTRICT, 61682 Dailey Road, Cassopolis, MI 49031

Deadline for application: Until Filled

Date Posted: July 6, 2010

*It is the policy of the Lewis Cass ISD Board of Education that no person on the basis of race, color, religion, national origin or ancestry, age, sex, height, weight, marital status or disability shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in any program or activity for which it receives any financial assistance from the United States Department of Education. The following person has been designated to handle inquiries regarding the non-discrimination policies: Director of Instructional Services, 61682 Dailey Road, Cassopolis, MI 49031, (269) 445-6223.*