

Pre-Vocational Coordinator  
Job Description

TITLE: Pre-Vocational Coordinator

QUALIFICATIONS: LBS1 or Type 10 Illinois Certificate  
State Approval as Pre-Vocational Coordinator

REPORTS TO: Director, Assistant Director of Special Education and Coordinator

FUNCTION: To provide pre-vocational services including instruction, work training and supervision for identified secondary students.

RESPONSIBILITIES:

A. Services to Students and Parents

1. Provides the classroom instructional component for the Cooperative Vocational Education program.
2. Coordinates the plan for vocational assessments for secondary special education students.
3. Develops and facilitates the completion of individual career plans.
4. Confers with students and parents as an integral part of the task of helping increase understanding, constructive participation in resolving the students' vocational needs and use of appropriate resources.
5. Conducts inservice training for parents and students.

B. Work with School Personnel

1. Coordinates financial agreements for the Pre-Vocational program and completes appropriate required forms.
2. Serves as a resource for vocational education and special education teachers in relation to student needs.
3. Provides inservice training and consultation to secondary teachers regarding materials, curriculum and planning as they relate to vocational goals.

4. Facilitates the accurate maintenance of school records for use by school staff members, outside agencies and parents as required by law, district and Kendall County Special Education Cooperative policy.

C. Competency in Methods and Practice

1. Communicates effectively, verbally and in writing with members of the IEP team, building administration and staff, and Coop administration staff and team members.
2. Organizes time, energy and workload in order to meet responsibilities and complete assignments with due consideration for the priorities among the various responsibilities.
3. Participates in team meetings and IEP conferences including pre-referral interventions, placements and annual reviews.
4. Provides the school with essential information about pupil's vocational abilities and achievement so school personnel can better accommodate individual student needs.
5. Strives to improve professional expertise in area of specialization.
6. Takes all necessary and reasonable precautions to protect students, equipment, materials and facilities while meeting accepted standards of professional behavior.
7. Observes and follows all Kendall County Special Education Cooperative policies and procedures.
8. Exhibits professionalism and commitment through punctuality and attendance.
9. Participates in and performs other duties as assigned by Kendall County Special Education Cooperative administration.

D. School/Community Relations

1. Develops and coordinates training stations and job sites for cooperative work programs.
2. Functions as a liaison with DAVTE, DORS, JTPA, IVVC, VALLEES and other community and state agencies serving students' vocational needs.
3. Establishes and maintains open, positive lines of communication with students and their parents concerning vocational programming.

4. Assists the administration in upholding and enforcing school rules and policies.

E. Evaluation: Formal and informal observation, field evaluations and conferences shall occur as needed or desired by the professional staff member or administrator and shall be an on-going process.