

OWEN COUNTY SCHOOLS

JOB DESCRIPTION: **INSTRUCTIONAL ASSISTANT I**
 (Employment Specialist Community Work Transition Program)

JOB CLASS CODE: **7320**

QUALIFICATIONS:

1. High school diploma or GED certificate; and
2. Successful completion of the para-educator exam; or
3. 64 college credit hours.
4. Experience in working with children in an organized setting.
5. Pass the Kentucky Para-Educators Exam

REPORTS TO: School Principal and Director of Special Education

JOB GOAL/FUNCTIONS:

Supervises the district-wide implementation of the CWTP in coordination with the Director of Special Education or Designee, UK Human Development Institute and the Office of Vocational Rehabilitation; coordinates and supervises the network of community sites used for CWTP placements at the district high school; and serves as a strong and cooperative team member in managing the program. Provides experiences and exposure to a variety of careers in their community to help students learn skills for future competitively employment in an integrated setting.

ABILITY TO:

1. Learn child guidance principles and practices.
2. Communicate and maintain effective relationships with students, parents, staff and the public.
3. Perform routine clerical duties in support of classroom activities.
4. Understand and follow oral and written directions.
5. Learn procedures, functions and limitations of assigned duties.
6. Communicate effectively both orally and in writing.
7. Learn to apply and explain policies and procedures related to school and program activities.
8. Work cooperatively with others.
9. Monitor, observe and report students' behavior according to approved policies and procedures.
10. Operate instructional and office equipment.
11. Lift, position and move student(s) with mobility challenges

PERFORMANCE RESPONSIBILITIES:

1. Facilitates the district-wide implementation of the CWTP program; Gives encouragement, assistance, and direction to teachers, counselors, and administrators to meet individual student, staff, and school needs.
2. Understands that the goal of the program is for each student to have a variety of experiences and exposure to pre-employment services in their school and community to obtain future competitive, integrated employment.
3. Is required to work with all students with disabilities.
4. Works with students, family members, classroom teachers, businesses, and others to identify potential career interests, preferences and various individualized job possibilities available in the

community.

5. Exhibits a working knowledge of and experience with technical and computer applications including word processing, data processing, desktop publishing and electronic mail.
6. Prepares site related documents including site file folders, site file updates, and insurance information.
7. Coordinates experiences and exposure in the community to identify student competencies, interests, preferences in a variety of careers and learning about the impact of students' disabilities and related support needs in the community.
8. Collaborates with school staff with the development of the Individual Education Plan (IEP) Transition components and Individual Learning Plan (ILP) with OVR.
9. Works with employers and students to develop personalized jobs.
10. Provides consultations for business personnel related to specific instruction and support needs of individual students- promoting instruction by those who typically provide training, and supplementing employer training as needed.
11. Provides follow-up services to promote job stability and advancements and continuing success of students.
12. Maintains necessary records for the local school system and the Office of Vocational Rehabilitation. Keeps current and complete information regarding each student participating in the program. Turns in ALL meeting notes, monthly reports and billing statements in a timely manner for appropriate services and reimbursements.
13. Completes year-end program data report.
14. Coordinates and/or provides transportation according to district's policies and procedures.
15. Works collaboratively with HDI, OVR and KDE to create a unique program to address each student's expressed vocational strengths and interests.
16. Exhibits a broad base of knowledge about evidenced based strategies in regards to transition and transitioning into adulthood as they apply to each individual student.
17. Uses public relations principles and a broad base of educational expertise to maintain a positive, effective, and efficient district-wide CWTP image with the community, the school board, the high school, and district administration. Markets the CWTP to the community, parents and students, schools, and professional organizations. Responds to Community and school personnel inquiries about CWTP goals and functions.
18. Maintain acceptable personal attendance without repeated unexcused absences, tardiness, absences without notification or abuse of sick leave.
19. Obtains and maintains Commercial Driver's License (CDL) certification (required).

TERMS OF EMPLOYMENT: Hourly rate and number of hours and days per year set annually by the Board of Education

EVALUATION: Performance will be evaluated in accordance with the provisions of the Board's Policy on Evaluation of Personnel.

Reviewed by (printed name of employee): _____

Employee Signature: _____

Date Signed: _____

