

Sample Job Description for a CBWTP Student Employment Coordinator

The Student Employment Coordinator is an employee of the _____ County School System and works under the direct supervision of _____ (may be a teacher, Special Education Director, other school personnel). Candidates should be flexible and resourceful people, and possess high expectations for the inclusion of students with disabilities within the community workforce. The job also requires strong verbal and written communication skills, knowledge of the business community, and the ability to adapt to various work environments. Education, business, or training background is preferred. The Student Employment Coordinator must attend all required meetings and trainings.

Duties and Responsibilities:

1. Works with students, family members, classroom teachers, and others to identify potential career interests and various job possibilities available in the community.
2. Coordinates student evaluations to identify student competencies, interests, relevant vocations (including kinds of work previously unconsidered) as well as learning about the impact of students' disabilities and related support needs.
3. Completes written vocational evaluation reports, and assists with development of students' IPEs (Individualized Plan for Employment – through OVR) and students' IEP (Individual Education Plan with teacher)..
4. Works with employers and students to develop personalized jobs.
5. 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.
6. Provides follow-up services to promote job advancements and continuing success of students.
7. Maintains necessary records for the local school system and the Office of Vocational Rehabilitation. Keeps current and complete information regarding each student in student notebook/file.
8. Completes year-end program data report.
9. Works with students and their parents/guardians, classroom teachers, vocational liaisons or Special Education Coordinators, and OVR Counselors.
10. Provides transportation according to district's community based instruction policies and procedures.

Possible Interview Questions for CBWTP Student Employment Coordinators

These sample questions are in no particular sequence, and some may be applicable while others are not. Questions relate either to desired job related qualities (personal connections, flexibility, organizational skills, high expectations, imagination...) or attitudes about people with disabilities. (Should people with disabilities be a part of, or apart from society?) Also, this is not an all-inclusive list. There may be many other questions to be asked — some of them district specific.

- Did you attend school with students who had disabilities? If so, then what did you notice about their education? What kinds of contact did you have with students with disabilities, or what did you see the students doing? Based on your observations, what do you think was good, and what could have been better? Or if you did not go to school with students with disabilities, then why do you think this was so?
- This job promotes work experiences and jobs for students with disabilities. Why do you think work would be important for someone who has a disability? What about work for students who (due to their disabilities) don't talk, or walk, or use their arms? Or what about students who have severe cognitive impairments or unusual behaviors — is work important for these students too?
- What kinds of jobs do you think students with disabilities could do?
- Have you had any experiences with vocational programs for students with disabilities (e.g., supported employment, sheltered workshops, day activity centers...)?
- What are some ways you are connected within the community (organizations, church, committees, boards...)?
- Are you comfortable approaching people you do not know?
- What experience do you have with professional writing (e.g., keeping documentation, writing business letters, writing reports...)?
- Can you think of any job experiences you've had that would be helpful in preparing you to do this job?
- How flexible is your time (e.g., working weekends, after school hours, evenings, summer...)?
- Why do you think you would be good at this kind of work?
- What aspect of this job do you think would be most difficult?
- What questions do you have about the job?