

Student Employment Coordinators

A qualified, well-trained Student Employment Coordinator is crucial to the success of a Community Based Work Transition Program. It is a challenging position requiring diverse skills. Employment Coordinators should be self-motivated, 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, the ability to provide and facilitate instruction, and willingness to adapt to various work environments.

Student Employment Coordinators work collaboratively with teachers on the following:
Evaluation:

1. Evaluation – a) Developing a personalized evaluation — a process that will look different for each student. b) Ask students for permission to learn about their lives – likes and dislikes, areas of success and failure. c) Devote time to know students within a variety of typical life settings and activities. d) Request permission to talk with key people, and review relevant records. e) Strive to identify possibilities previously unconsidered.
2. Report – a) Write a description of what was learned during evaluation. b) Define ideal job characteristics — what’s the nature of the tasks, co-workers, and environment, etc.

Training:

1. Job Development (Job Analysis if needed) – a) Seek and negotiate paid employment consistent with the desired characteristics. b) Network to find additional fitting job possibilities.
2. Instruction - Determine the best means for a student to learn the job. While continuing to provide support for the student including assessment (information to be gained by student’s performance on the job), training (direct training for student or consultation with people who typically provide training).
3. Advancements – Be observant and optimistic. Always seek more and better.

When hiring an employment coordinator, consideration must be given to his or her work schedule. Employment coordinators may work regular school hours. However, jobs often occur after school, in the evening, and on weekends. It is imperative that students receive the necessary level of support while they are still enrolled in school, necessitating that the employment coordinator has the ability to work flexible hours.

If the employment coordinator will be transporting students in his or her car, it is necessary to ensure that the employment coordinator has adequate insurance. If a school bus is to be used for transporting students, the employment coordinator may have to obtain a Commercial Drivers License (CDL).

The following are things that student employment coordinators need from the school district:

- *information and training about the many aspects of the job*
- *clear and manageable job descriptions – a need to have focus on CBWTP responsibilities if fulfilling additional responsibilities*
- *strong and productive relationships*
- *work space and equipment*
- *pay that is equitable with scope of job*