



NEW: Submitted:
07/01/2024 08/20/2024

JOB TITLE:	CAREER AND TECHNICAL EDUCATION (CTE) AND EXCEPTIONAL CHILD EDUCATION (ECE) WORK-BASED LEARNING SUPERVISOR
DIVISION	EXECPTIONAL CHILD EDUCATION & HIGH SCHOOL (CTE)
SALARY SCHEDULE/GRADE:	II, GRADE 8
WORK YEAR:	220 DAYS/260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	0
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Serves as the district coordinator responsible for managing, developing, and supporting the work-based learning (WBL) programs and IDEA transition services across the district; serves as primary contact for the school-level coordinators and District staff in meeting the WBL experiences and Transition needs of students with disabilities in accordance to the Individuals with Disabilities Act (IDEA), Kentucky Administrative Regulations (KARs), and district policies and procedures; coordinates with outside agencies to promote positive post-school outcomes for students receiving ECE services through the provision of IDEA Transition Services; supervises and directs the work of committees and other groups as assigned.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assumes responsibility for WBL programs for all student groups and develops short-range and long-range planning to improve student outcomes

Works cooperatively with all district staff in assessing and addressing the District's priorities and needs and in developing, reviewing, and revising programs or activities as assigned

Develops and coordinates professional development activities for school and District level staff,

Develops, coordinates, and facilitates professional development opportunities for parents, community members, and other stakeholders around WBL and IDEA Transition; partners with businesses to participate and share information as part of these opportunities

Implements the Kentucky Department of Education (KDE) WBL manual at the high school level in areas of career pathways, career awareness and career preparation

Integrates the KDE essential workplace ethics in all WBL instruction, activities, and experiences for all student groups, and aligns to the JCPS Backpack of Success Skills

Develops and implements transition programs, including coordination of services with agencies involved in supporting the transition of students with disabilities to postsecondary activities

Ensures that all schools are connecting students to career opportunities in areas of interest in the student's ILP

Manages and promotes requests from employers and community partners to provide meaningful WBL and IDEA Transition opportunities

Establishes and maintains a district WBL advisory committee to provide oversight of WBL procedures and policies

Ensures that all children with disabilities have available to them a free appropriate public education (FAPE) that emphasizes special education and related services designed to meet their unique needs and prepare them for further education, employment and independent living

Completes all trainings and other compliance requirements as assigned and by the designated timeline

Performs other duties as assigned by supervisor

Regular, predictable performance is required for all performance responsibilities

This position requires reporting to various worksites throughout JCPS based on caseload/programmatic assignments

PHYSICAL DEMANDS

This work is conducted in an office setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs., standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

Bachelor's degree in a related area of work

Knowledge of ECE district policies and procedures for IDEA Transition

Project management experience

Effective communication skills

DESIRABLE QUALIFICATIONS

Knowledge of federal and state laws and regulations regarding programs for exceptional children

Demonstrated successful experience working with multiple partners

Experience in a diverse workplace