

SAN LUIS VALLEY BOARD OF COOPERATIVE EDUCATIONAL SERVICES

JOB Description

POSITION TITLE:

SWAP (School to Work Alliance Program) Coordinator

PROGRAM AREA:

Special Education

IMMEDIATE SUPERVISOR:

Special Education Director and Executive Director

- I. BASIC PURPOSE AND OBJECTIVES OF POSITION :(SUMMARY STATEMENT)
The purpose of the SWAP Coordinator position is to develop and maintain a program for youth 16 to 25 to facilitate job development and job development related activities with the outcome of successful competitive job placement.
- II. QUALIFICATIONS/STANDARDS FOR THE POSITION:
 1. A bachelor's degree in the areas of secondary education, vocational rehabilitation or career development.
 2. Teaching experience at the secondary level or comparable experience with youth.
 3. Knowledge and experience of vocational assessments.
 4. Job development or coordinating experience.
 5. Knowledge and experience of transition and support needs.
 6. Knowledge and experience of agencies, community services, disabilities, labor laws and individual districts procedures and programs.
- III. SPECIFIC JOB DUTIES AND PERFORMANCE RESPONSIBILITIES:
 1. Develop and coordinate a program of community-based services that result in successful employment and community living for youth
 2. Coordinate and collaborate with DVR counselor who is providing oversight and ongoing counseling and guidance for the program
 3. Provide, or supervise SWAP Specialist in providing, obtaining, and coordinating services to include:
 - a. Vocational exploration and career development.
 - b. Teaching of job seeking skills and facilitation of job seeking activities.
 - c. Job development and placement in appropriate, career-oriented jobs.
 - d. Job related instruction and supervision to develop specific job skills and general job behaviors.
 - e. Development and coordination of post-secondary, classroom vocational training or academic education opportunities that result in competitive employment.
 - f. Follow-up counseling and crisis intervention with youth, employers, and families for one year following placement in a job.
 - g. Independent living skills training relevant to successful employment and community

living.

- h. Modeling and teaching self-determination, empowerment, and advocacy skills at work and in the community.
 - i. Other services which support attainment of successful employment and community living.
 - j. Case-management to coordinate access of other services and agency linkages.
4. Act as a liaison and resource with families, agencies, employers, and school staff regarding career and community living programming for youth.
 5. Serve on the Transition Governing Board and/or the Interagency Transition Team.
 6. Provide staff development and training regarding SWAP in the school and community.
 7. Assist with program evaluation to assess the effectiveness and outcomes of programming.

III. SPECIFIC SKILLS AND OTHER POSITION REQUIREMENTS:

1. Self-directed.
2. Possess problem-solving skills.
3. Positive team member.
4. Awareness of current services available.
5. Ability to overcome barriers to successful transition.
6. Knowledge of IDEA, ADA and current labor laws.
7. Knowledge of SWAP program requirements.
8. Ability to work with various groups.

IV. EVALUATION PROCEDURES:

The position will be evaluated using procedures outlined and defined by the SLV-BOCES' policies and procedures.

V. COMPENSATION/TERMS OF EMPLOYMENT:

Salary and benefits are determined by the SLV-BOCES' Board of Directors on an annual basis. The individual employee's notice of assignment or contract will stipulate the salary, and number of contracted days (work year), applicable benefits and position assignment of the employee.

- VI. Your employment with San Luis Valley BOCES is at will. This means your employment is for an indefinite period of time and it is subject to termination by you or San Luis Valley BOCES, with or without cause, with or without notice, and at any time. Nothing in this policy or any other policy of San Luis Valley BOCES shall be interpreted to be in conflict with or to eliminate or modify in any way, the at-will employment status of San Luis Valley BOCES employees. The at-will employment status of an employee of San Luis Valley BOCES may be modified only in a written employment agreement with that employee which is signed by the President, or the Chairman of the Board of Directors, of San Luis Valley BOCES. By your signature below, you acknowledge your understanding that your employment with San Luis Valley BOCES is at will, and that nothing in this handbook is intended to constitute a contract of employment, express or implied.

READ AND REVIEWED BY EMPLOYEE ON: _____

Employee Signature

Supervisor Signature

Executive Director Approval

Date

The SLV-BOCES is an equal opportunity educational institution and does not unlawfully discriminate on the basis of race, color, national origin, sex, or disability in admission or access to, or treatment or employment in its educational programs or activities which it operates.
