



Maine Township High School District 207

1177 South Dee Road • Park Ridge, Illinois 60068-4398 • (847) 696-3600 • FAX (847) 696-3254

Dr. Kenneth Wallace
Superintendent
February 27, 2018

MTHS District 207 Administration Center

NOTICE OF POSITION VACANCY **Vocational Rehabilitation Assistant**

REPORTS TO: Department Chair of Special Education
HOURS: 7:30am to 4:00pm
TERM: 208 days
SALARY: \$22.44 per hour; \$35,000 annually
LOCATION: Maine Township High Schools - District 207

PRIMARY RESPONSIBILITIES:

- Meet public, students, parents and faculty to discuss Vocational services and post high school options.
- Maintain regular student contact during the school year.
- Maintain case files.
- Write goals and objectives in IPE (Individual Plan for Employment) for students on caseload.
- Participate in team planning for students through participation in IEP, EDC, and transition planning meetings.
- Provide support to students in obtaining and maintaining employment
- Develop student's skills in the areas of resume writing, job applications, self-advocacy and organizational and interview skills.
- Establish and maintain relationships with employers and develop new work sites.
- Liaison between employer, students, parents/guardians and staff.
- Participate in research work program at other schools/agencies within the area as appropriate.
- Provide information and referral to community resources.
- Assist with job development and job shadowing as appropriate.
- Meet with the Department Chair of Special Education on a regular basis to plan casework activities concerning specific cases.
- Provide counseling and guidance as it relates to achieving employment goals and transition goals
- Participate in in-service training programs
- Complete required district and state reporting
- Member of BEST committee.
- Type memos, letters, and special education communications.
- Attend pre-vocational coordinators meetings.
- Assume other responsibilities assigned by Department Chair of Special Education

SKILLS TO SUPPORT THESE RESPONSIBILITIES:

- Exemplary MS Word, Excel and general computer skills
- Excellent interpersonal and communications skills
- Highly organized and able to handle multiple tasks in a timely manner
- Takes initiative to develop and implement solutions for problems and tasks
- Ability to work effectively in a high stress environment
- Ability to adapt and remain flexible even in the face of changing requirements
- Strong work ethic, efficient and detail-oriented
- Ability to maintain strict confidentiality
- Ability to relate to school personnel, applicants and their parents and other professional staff

QUALIFICATIONS:

- High School diploma or GED - College preferred.
- Prior experience working with adolescents in school and/or community setting.

TO APPLY:

Submit the following items on or before **Friday March 23, 2018:**

- Send a letter of interest and resume to Claire Empfield, Department Chair of Special Education, Transition and Vocational Services, cempfield@maine207.org
- Complete the support staff online application at: www.generalasp.com/D207/onlineapp/

“As a matter of policy, the race, color, religion, national origin, ancestry, age, sex, sexual orientation, marital status, handicap, disability, unfavorable discharge from military service, or any other unlawful basis of discrimination, including harassment as defined and provided by the Illinois Human Rights Act and all other applicable state and federal laws shall not be considered either a qualification or disqualification of any applicant”

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