



April 23, 2019

**Notice of Position Vacancy
VOCATIONAL SUPPORT TEAM COACH**

REPORTS TO Department Chair of Special Education

SCHEDULE Maximum 599 hours from start date to start date each year
Weekly schedule determined by the department chair and coach based on student need.

SALARY \$16.00 hourly rate

LOCATION Maine Township High Schools - District 207

QUALIFICATIONS

- High School diploma, some college preferred
- Experience working with individuals with disabilities

PERFORMANCE RESPONSIBILITIES

1. Facilitate students' independence and skill development.
2. Provide supervision to students at designated work training experiences.
3. Act as a liaison between the training experiences and the school.
4. Monitor and evaluate students' progress.
5. Complete students' training evaluations on a quarterly basis with assistance from the designated training supervisor.
6. Maintain regular contact with students' pre-vocational coordinator or case manager.
7. Provide students with an orientation to the training experience.
8. Implement strategies to help students achieve their vocational/transitional goals.
9. Maintain student attendance records.
10. Collect and record student progress data as needed.
11. Arrive at the training no later than ten minutes before students are scheduled to arrive at training.
12. Remain at training location until all students are safely on transport to return to school or home.
13. Track student arrival and departure from the training experiences and contact transportation company when necessary.
14. Make student safety a number one priority.
15. Attend monthly meetings and training sessions as directed by supervisor.
16. Follow all District 207 Board policies and procedures.
17. Follow all District 207 safety rules and procedures.
18. Assume other responsibilities assigned by Department Chair of Special Education.

TO APPLY

- 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.