POSITION ANNOUNCEMENT – posted: February 2018

Work Experience Coordinator

Job posting information available in ASL at: https://youtu.be/1OfrlLiPhXg

ISD is located on a 115 acre campus located on the southern edge of Council Bluffs, Iowa. The campus is within 15 minutes of downtown Omaha, Nebraska. ISD serves students from the states of Iowa and Nebraska.

Send resume, cover letter, credentials, transcripts, etc to Human Resources; Iowa School for the Deaf; 3501 Harry Langdon Blvd.; Council Bluffs, IA 51503-7898. Or contact Human Resources at Phone: 712-366-0571; email: cbryan@iowaschoolforthe deaf.org for more information. View general school information and job description on ISD’s web page: www.iowaschoolforthe deaf.org

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Primary Function: Coordinate the Work Experience Program for the Iowa School for the Deaf’s High School DHH students, 4PLUS (transition program) DHH and B/VI students

- Work with students 1:1, in small groups or teach structured classes skills needed to obtain and maintain employment such as job searches, job applications, resume writing, interviewing skills, and other soft skills.
- Provide job coaching and training for students as necessary
- Work to transition graduating students.
- Work with staff to assess students for work readiness skills. Matches students’ needs, skills, and interests with available job placement opportunities.
- Develop and maintain positive partnerships within the community including area agencies and businesses. Have regular ongoing contact with employers.
- Contact employers and develop community-based opportunities for students to job shadow, have short-term exploratory job placements, and longer-term work experiences.
- Assists employers and businesses with guidelines for accommodating people with disabilities according to the Americans with Disabilities Act and other laws and policies.
- Meet regularly with job site supervisors to ensure successful work experience placements.
- Seeks to resolve problems that may arise regarding a student work experience placement.
- Monitor and evaluate students in the field. Maintain contact with employers. Provide evaluations and feedback to staff and parents for report cards and IEP meetings.
- Be available as first point of contact for employers, students, and parents during the work experience program. (Outside of normal working hours if necessary).
- Advise faculty and staff of student needs in the work place. Coordinate scheduling with the HS/4PLUS Counselor. Coordinate with the ISD Dean of Students regarding transportation, food service, and evening, weekend, or holiday work.
- Train staff working with students in the field including teachers, job coaches, and interpreters.
- Work cooperatively with the Vocational Rehabilitation Counselor assigned to ISD, ISD staff members, and other community service coordinators.
Work Experience Coordinator – Iowa School for the Deaf

- Work with ISD staff in the development of appropriate learning targets associated with work experience placements.
- Complete and attend IEP meetings. Update IEP goals as necessary.
- Complete all necessary paperwork and provide compliance of the program as defined by Iowa and Federal Law.
- Maintain a data-base of work experience sites, the type of work experience(s) available at the site, and skill requirements associated with those positions.
- Provide data and assessment of the work experience program.
- Facilitates implementation of the School’s Communication Policy.

Other related responsibilities
- Serve on ISD or community committees, task forces, work groups, etc., as requested.
- Attend trainings, seminars, conferences, and department meetings.
- Keep abreast of training options, work opportunities, work place trends, and changes in state or federal law.
- Understand the needs of blind/visually impaired and deaf or hard of hearing students including those with additional disabilities.

Supervision
- Coordination and supervision of job coaches and interpreters

Due to the nature of the work some summer, early morning, evening, and weekend work may be necessary. Hours and days of work may be flexed.

Qualifications:
- An Iowa teaching license with a 5-12 special education endorsement (D/HH; B/VI; Strat I; or Strat II)
- The ability to get the Work Experience Coordinator (WEC) endorsement; Will consider someone who has the "Multioccupations" endorsement in lieu of the WEC endorsement.
- Must be willing to work odd hours and during the summer; weekends; etc. – will work 189/191 days, but will not strictly follow the traditional school calendar;
- Must have strong networking skills to build relationships with business community members;
- Helpful to have experience working with students/young adults in the workplace;
- Must have an understanding of the needs of the Deaf and Hard of Hearing;
- Experience or familiarity with Blind and Visually Impaired students a plus.
- The ability to travel within the community regularly, and throughout the state occasionally including some overnights.

Information on Iowa licensing requirements may be found at the Iowa Board of Educational Examiners webpage: [www.state.ia.us/boee/](http://www.state.ia.us/boee/). Applicants must possess the ability to reach the level of sign language proficiency designated for the position within the time frame established by the School's Sign Language Policy.

Salary and Benefits: Salary will be determined by the successful applicant’s educational and teaching experience. (BA degree - $44,000-$62,000; MA degree – $52,000-$81,000) Opportunities to coach/sponsor extra-curricular activities. Comprehensive benefits available.

Work Schedule: These are full-time positions (191 day contract for first year; subsequent years are 189 day contracts).

Application Deadline: Applications will be accepted until the positions are filled.

The Iowa School for the Deaf is an Equal Employment Opportunity and Affirmative Action Employer.
A Board of Regents, State of Iowa School.