



JOB DESCRIPTION:

Pathway Mission Statement

The Pathway School develops and implements innovative, quality programs and services that enrich the lives of children and young adults with special needs. Pathway builds the independence of its students in a nurturing and challenging environment that best prepares them for life after Pathway.

Position Title: Head of Careers

Position Schedule: 12 Month Position (37.5 hrs per week)

Department: Education – Careers Department

Relationship: Reports Directly to School Principal/Indirectly to Director of Education

Qualifications:

Education: Master Degree in Education; Special Education Certification in PA; Pennsylvania State Teaching Certification Required along with Cooperative Education Certification.

Experience: 5+ years experience teaching in a special education environment, secondary level students, working with on-campus and off-campus cooperative education resources/vendors.

Skills: Solid knowledge of off-campus student resources;
Ability to build and work with career education curriculum;
Solid working knowledge of PDE laws and regulations;
Working knowledge of diagnostics/prescriptive testing, instruction formulation and progress report writing;
Behavior Management Skills

Competencies: *Ability to Manage Change.*
Must create and embrace change by eagerly adapting to new situations, demands and environments. This requires the ability to be flexible and respond positively to change;

Ability to Provide a High Level of Customer Service.
Must demonstrate the desire to provide excellent customer service to students, parents, colleagues and all internal/external customers as a priority and continuously strive to meet or exceed expectations.

Ability to Provide Professional Services to both internal and external customers.
This requires good interpersonal and written communication skills, as well as a high level of professionalism. Must communicate effectively at all levels.

Ability to be Innovative and Creative.



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Must seek to improve individual and program performance through continuous improvement and the introduction of new ideas, methods, processes, products, services and technologies. Because this is a special education environment, applicants must demonstrate the ability to go beyond customary or adequate approaches to create winning programs. Must demonstrate a strong will to be successful; a keen sense of urgency; a commitment to quality; and, high energy.

Physical Requirements:

Must be able to handle the physical requirements of position which requires work both on-campus and off-campus. This position includes extensive walking, stair climbing, standing, pulling and lifting. Ability to work with children who are both mentally and physically disabled. This position requires work both indoors and outdoors working in various weather climates.

Job Overview:

- Determines preparedness of students (min age 16) for off-campus intern program through discussion with students, collaboration with IEP case managers, and consultation with parent(s) and program coordinator/principal;
- Collaboratively works with students, parents, IEP case managers, and job coaches to determine career education options for each student. Then submits information to Secondary Principal for student scheduling;
- Selection of initial off-campus placement and coordination of initial placement in consideration of student's academic/functional on-campus schedule;
- Arranges for 'shadowing' experiences for students preparing for off-campus internships in collaboration with Career Education Teacher and/or IEP case manager;
- Assigns either Head of Careers or Assistant Coordinator to students at the start of the school when student is 15 years of age in preparation for off-campus internship to start during the school year the student turns 16;
- Monitoring of student progress in off-campus internship through consultation with appropriate job coach(es), direct observation(s) of students at work site, analysis of on-site data collected by job coach(es) no less than twice per marking period, and through formal/informal discussions with students;
- Determine readiness of students for advancement within Career Education program;
- Supervises Career Education Job Coaches. Provides training, participates in recruitment, performance management, assignments and time off;
- Assigns students to Assistant Career Education Coordinator (AC) when needed;

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- Direct supervision of students in Work-Study internships (highest level in Careers, no job coach on-site) including regular consultation with site managers;
- Consultation with individual student IEP case managers and other teachers as needed ;
- Consultation with individual student clinical case workers, OT, ST for the purpose of monitoring student progress in Pathway education program in relationship to Careers internships;
- Responsible for the development of students' work schedule in consultation with educational program coordinator/principal;
- Responsible for writing the Career Education portion of each student's IEP (on caseload, approx.. 40-45 students) once student enters the Career Education program (on/off campus);
- Responsible for attendance and reporting at IEP meeting for each student on Career Education Caseload and reporting of Present Levels of Performance, progress on IEP goals and goals for the IEP year;
- Responsible for overseeing data collection for all students in Career Education;
- Responsible for data analysis and reporting of all data collected on students in Career Education;
- Responsible for Interim Reports, End-of-Quarter Progress Monitoring Reports, and IEP quarterly progress reports for all students on IEP caseload, as well as oversight/consultation with AC on students on AC's caseload (approx. 80-90 students total) Transportation;
- Arranges for transportation of individual students involved in Careers Work-Study program to applicable work site, supervises, schedules and monitors performance of Career Education driver;
- Monitoring/Oversight of Career Education on-campus: In consultation with Career Education Teachers, determines student placement for on-campus classroom-based experiences: Horticulture, Intro to Career Education, Computers and Transition, Food Services, Career Education Seminar, Maintenance;
- Collaboration with Educational Supervisors and Educational Director in organizing and updating the Career Education Curriculum;
- Supervises and meets with on-campus Career Education teachers to monitor program implementation;
- Provides formal feedback to Career Education teachers and teaching assistants (i.e. employee discipline, improvement plans, annual evaluations, supervisory memos as indicated); and submits to Secondary Principal for approval before given to employee Work site oversight and procurement;
- Responsible for investigation of potential site opportunities for inclusion in Career Education program, both group and work-study worksites;



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- Responsible for collaboration/consultation with appropriate Pathway School personnel with regard to the development of future group worksite opportunities;
- Assignment of other duties and responsibilities to AC as needed that are consistent with the functions of the Career Education Department;
- Recommends and orders appropriate instructional materials for Career Education department;
- Oversees and manages Career Education line items of the Education Department's budget (i.e. on-campus student payroll, career education supplies and materials);
- Collaborates with Transition Coordinator on an ongoing basis to plan for the future needs of the students and the Career Education Department;
- Plans and implements annual Awards Appreciation banquet for students and community job site partners;
- Works collaboratively with the Transition Coordinator in developing the transition portion of student IEP's and transition planning for a small case load of students (this totals about 10% of the Transition Coordinator's case load).

By signing this document, I am acknowledging that I have read and understand its contents and accept this document as a description of my duties with The Pathway School.

Signature

Date

This organization reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.