

Special Education Transition/Structured Learning Experience (SLE) Counselor

JOB DESCRIPTION

POSITION TITLE

Special Education Transition/Structured Learning Experience (SLE) Counselor

MINIMUM

· Standard Instructional and/or Special Education Certificate

QUALIFICATIONS

- School Counselor Certificate
- Minimum of three years of secondary teaching experience preferred
- Knowledge of Special Education policies and procedures, as well as state and federal guidelines for the educational requirements for special education students
- Excellent organizational, communication, and interpersonal skills
- Ability to travel to multiple work locations as assigned

REPORTS TO

Special Education Supervisor

PRIMARY RESPONSIBILITIES

1. Completes training in Child Labor, Wage and Hour, and Wage Payment Laws and regulations, as required by the Department of Labor and Workforce Development and the U.S. Department of Labor in accord with N.J.S.A. 34:2-21 and 57, N.J.S.A. 34:11-4 and 56, N.J.A.C. 12:56 and 58, and 29 CFR-570 and 1900.
2. Completes a minimum of 20 hours of training or a Department-approved equivalent program in safety and health and required Department procedures and planning for SLE's pursuant to N.J.A.C. 6A:19, Vocational-Technical Education
3. Assist teachers and/or Director of Special Education in developing overall plan for the district's transition program.
4. Survey area businesses and local resources for possible transition sites and activities.
5. Make employer contacts in an effort to secure training sites.
6. Engage in appropriate negotiations with employers to communicate information necessary for successful training.
7. Develop checklists, job materials and media necessary to implement transition programs.
8. Assist teachers in identifying student interests and transition needs.
9. Assist supervisor in providing professional development activities for teachers, and support personnel.
10. Maintain data on district transition activities and job placement.
11. Assist in coordination of transportation for students placed on job sites.
12. Act as a contact person for parents, teachers, supervisors and employers.
13. Conduct regular evaluations on program effectiveness and compliance with students' IEP.
14. Serve as a member of the district's transition committee.
15. Assist director/supervisors in developing parent involvement activities for transition.
16. Performs other duties as may be assigned by the Director of Special Education.

Flexibility in schedule, as extended days may be required. Campus office environment that deals on a daily basis with administrators, professionals, paraprofessionals, and parents.

TERMS OF EMPLOYMENT 10 Months

Salary and benefits as per SOMEA Agreement