



JOB DESCRIPTION

Job Title: SWAP (School to Work Alliance Program) Coordinator

Reports to: BOCES Executive Director

Salary: 50,000.00 over 12 months

Prepared/Revised Date: May 23, 2019

SUMMARY: Responsible for coordinating the School to Work Alliance Program (SWAP) for eligible youth transitioning from high school to employment. Educate, inform, and market SWAP to students, parents, schools, and community. Coordinate and collaborate with Department of Vocational Rehab (DVR), BOCES and District staff, employers, clients, parents and community human service agencies to best serve students and connect them with other community resources.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Description of Job Tasks	Frequency	% of Time
	Daily = D Weekly = W Monthly = M Quarterly = Q Annually = A	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Coordinate with high school special education teachers, counselors, and other staff who serve transition students..	D	8%
2. Provide job seeking, job retention, and pre-employment skills training to SWAP youth.	D	40%
3. Maintain accurate and complete records of services to SWAP youth.	D	5%
4. Communicate with adult service providers, agencies, schools, and community-based organizations to meet needs of SWAP youth.	D	2%
6. Provide vocational exploration and job/career development for SWAP youth.	W	20%
7. Provide on-the-job coaching for SWAP students.	W	10%
8. Develop individualized strategies with clients to enable students to cope with on-the-job challenges.	W	5%
9. Provide follow-up contact in support of SWAP youth and their families.	W	2%
10. Collect evaluation records for SWAP eligibility determination.	W	1%
11. Complete monthly and annual reports to Department of Vocational Rehab.	M	5%
12. Work collaboratively with special education teachers to recruit students into SWAP.	M	1%
13. Perform other duties as assigned.	Ongoing	1%
	TOTAL=	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor’s degree in Education, Human Services, Business or related field
- Experience working with individuals with disabilities
- Equivalent combination of education and experience acceptable

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Valid Colorado driver’s license



TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Customer service and public relations skills
- Critical thinking and problem solving skills
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to work collaboratively with youth with disabilities, school and community agencies
- Knowledge of vocational assessment, career planning, job development and job placement
- Ability to lead, mentor, and manage staff
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals