



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

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| Position Title: | Vocational Adjustment Counselor |
| Payroll/Personnel Type: | 10 Month |
| Job #: | 8209 |
| Reports to: | Manager Counseling & 504 Services |
| Shift Length: | 6.5 Hours a Day |
| Union Eligibility: | Eligible |

Position Summary:

The Vocational Adjustment Specialist, in a consultant, counseling and implementing role will work closely with students, parents, school personnel, State Division of Vocational Rehabilitation, vocational training site, business and industry in coordinating and implementing vocational awareness, vocational evaluations, vocational training, job placement, and follow-up activities for handicapped students.

Essential Functions:

- Officially register all students over 15 years old who are in the Special Education Unit and eligible for vocational rehabilitation services with the Vocational Rehabilitation specialist who serves the unit
- Maintain required records and reports on all students eligible for the rehabilitation unit
- Be responsible for securing job training stations and supervising on the job training under the direction of the Vocational Rehabilitation Specialist
- Serve as a liaison person between the local community and the Division of Vocational Rehabilitation
- Act as consultant to the Vocational Rehabilitation Specialist in all instances concerning clients
- Report as required on success and failures, with the collaboration of the Vocational Rehabilitation Specialist, using this information to adjust the program of services and evaluate program operations
- Administer all vocational rehabilitation functions under the direction of the Vocational Rehabilitation Specialist, using this information to adjust the program of services and evaluate program operations
- Administer all vocational rehabilitation functions under the direction of the Vocational Rehabilitation Specialist assigned to the local school district
- Maintain a minimum active supervisory caseload of forty students
- Plan and execute, in cooperation with the local school, vocational exploratory programs, fairs, seminars, etc. in order to acquaint students with the vocational world prior to going into training
- Keep general counselors, teachers, local school administrators informed, up to date Vocational Rehabilitation procedures, and policies
- Coordinate the work/study program within the school, with parents, training agencies, employers and the Division of Vocational Rehabilitation
- Guide and counsel individual students toward attainable vocational goals
- Serve as a team member with the local school staff in the identification and implementation of curriculum innovation to prepare students for vocational goals along with other goals
- Assist in locating and serving out of school youth eligible for vocational rehabilitation services
- Counsel students while in training or on the job in an effort to insure their success
- Work closely with the advisor, homeroom teacher, to be sure that vocational goals are clearly stated on the IEP at the time of referral to Vocational Rehabilitation and on the IEP at each level of progress toward the specific goal



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- Work closely with the location school administration for the community of education and the accuracy of records as students move from one level to another
- Assist with emergency situations within the local school when assigned by the principal
- Attend all meetings held for vocational adjustment specialists at all levels
- To serve as required within the framework of the local school and the Division of Vocational Rehabilitation in other areas as they may arise
- Performs other duties as assigned

Knowledge, Skills, and Abilities:

- Highly organized to maintain required records and reports in a timely manner
- Intermediate experience of Excel
- Ability to work independently, schedule and utilize time to best serve the needs of the assigned students
- Ability to effectively work and interact with others as a team player
- Ability to communicate and interpret instructions furnished in written and/or oral form
- Apply principles of problem-solving skills to define problems, collect data, establish facts and draw valid conclusions
- Write and implement IEPs

Experience:

- Cross-categorical teaching experience

Education:

- Bachelor's degree required, Master's preferred
- Missouri teaching certificate, EMR K-12 or 7-12

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light Work usually requires walking or standing to a significant degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:



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| Employee | Date | Immediate Supervisor | Date |
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| Human Resources | Date |
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In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.