

Coordinator Responsibilities

The four major responsibilities of a Job Training Coordinator (JTC) are:

1. Assist in coordinating each student's transition to work and adult life.
2. Use the job development process and facilitate an individual job training plan for employment outcomes of each student.
3. Coordinate linkages for employment support.
4. Ensure continuous program improvement through program evaluation and feedback from business advisory committee members and employers.

JTCs must be available to coordinate community job sites and handle student emergency situations throughout the day. Therefore, JTCs should maintain schedules that reflect this commitment. They should also have a communication system and appropriate office space to ensure confidentiality and access to secretarial services.

Roles and Responsibilities of the Job Training Coordinator

- Coordinate activities and supports for the student's transition from high school to competitive or supported employment
- Facilitation of individual student's transportation plan to and from work/training sites.
- Provision for a comprehensive career-technical assessment/evaluation for each enrolled student.
- Documentation of access to other career-technical options, if appropriate.
- Coordination of student enrollment process and establishment of procedures for program participation
- Development of specific job analysis, task analysis and job-matching activities.
- Provision of job placement, work monitoring and job adaptation.
- Identification of Job Coach/Trainer funding sources to employ or contract through collaboration and adequate number of Job Coaches/Trainers to provide job-specific training.
- Coordination of Job Coach/Trainer activities in accordance with the IEP and Job Training Plan.
- Assistance in the development of IEP prior to enrollment. JTC or designee should attend the IEP meeting if possible.

Coordinator Qualifications

The minimum qualifications that a JTC must possess are stated in Ohio Administrative Code 3301-24-05(E):

1. Valid Ohio Standard Intervention Specialist/Special Education Certificate/License (preferred); or a valid Ohio Standard Career-Technical (Vocational) Job Training Certificate/License.
2. Prior experience in planning/training individuals with disabilities in community based settings.
3. A Transition-To-Work (TTW) endorsement from an approved university provider.

Coordinator Duties and Responsibilities

Referral and Identification

- Developing and implementing a student identification, selection and assessment process
- Securing comprehensive career-technical assessment/evaluation for each enrolled student
- Participation in IEP conferences for identified students who will be enrolled in the Job Training Coordinating

Program

- Maintaining records

Job Development

- Assisting with web-based job searches, application & pre-employment tests
- Contacting employers to identify and develop specific job-training sites
- Placing students on competitive sites and formulating training plans
- Matching the appropriate Job Coach to the student and job site
- Assisting in the arrangement of transportation for students and coordinating travel training when needed
- Development of specific job analysis/task analysis for each student
- Determination of appropriate accommodations and/or job modifications and negotiation of them with employer

Support Services

- Assisting counselors and teachers in scheduling students to meet academic requirements
- Serving as a liaison with students' classroom teacher(s) and other support staff on job-related activities

- Coordinating employment efforts with all participating associate school representatives
- Participating in curriculum design such as employability skills, career-technical skills and social skills

Job Coach Supervision

- Assisting in the selection, training, supervision and evaluation of the Job Coaches.
- Identification of Job Coach funding sources
- Conducting workshops and ongoing in-services for Job Coaches

Networking

- Developing linkages among other agencies such as Rehabilitation Services Commission (RSC) and the Department of Developmental Disabilities (DODD) to ensure effective transition from school to work
- Developing and conducting program marketing for community, schools and parents
- Conducting evaluation of all components of the program
- Accessing Workforce Development Act (WIA) program for possible wage and tax incentives