



Referral Coordinator

STARTING DATE: 2019 - 2020 School Year
REPORTS TO: Supervisor of Special Education Services
WORK YEAR: 2019-2020 School Year Calendar as Scheduled
SALARY RANGE: Appropriate step on Teacher's Salary Schedule - Commensurate with experience and education

QUALIFICATIONS INCLUDE BUT NOT LIMITED TO:

- Valid State Department of Education license, (Intervention Specialist or School Psychology; preferred). A Transition to Work endorsement is advantageous
- Three years teaching experience or equivalent
- Working knowledge of Individuals with Disabilities Education Improvement Act (IDEIA)
- Experience and knowledge in the IEP Process, Career and Technical Education and Career Assessment
- Must have good organizational and communication skills
- Ability to work collaboratively and form positive relationships with parents, students and member-school personnel

RESPONSIBILITIES INCLUDE, BUT NOT LIMITED TO:

- Schedule career assessments and post-assessment conferences
- Provide career assessment information (oral and written) to member-school personnel
- Maintain data on students to assist in determining appropriate program and services
- Make group presentations to member-school personnel and parent groups
- Visit potential students in member-school classrooms for students with special needs
- Arrange tours for potential students, parents and member-school personnel
- Attend individual IEP, ETR and transition meetings at member-schools for potential career assessment students
- Gather all required referral information on students to be assessed
- Attend Penta post-assessment conferences
- Facilitate the transition of students from their member school to academic and career-technical settings and assist in identifying needed supports and resources
- Work under the guidelines of Penta's Mission Statement and goals
- Attend district and state professional development events
- Remain free of any non-prescribed controlled substance or alcohol abuse in the workplace throughout his/her employment in the district
- Assume any other responsibilities as assigned by the Board of Education, Career and Technical Supervisor, Director, or designee

DEADLINE: Open until filled. Submit letter of interest, application and resume.

APPLY TO: Debbie Callahan
Board of Education Office
Penta Career Center
9301 Buck Road
Perrysburg, OH. 43551