**Career Assessment Specialist/Job Training Coordinator – Vocational Program**

Career Assessment Specialist- Mild-Moderate Intervention Specialist ~ Certified ~ Special Education ~ Transition to Work Endorsement

The Geauga County ESC, Vocational Consortium seeks a Career Assessment Specialist.  A Career Assessment Specialist will administer a variety of assessments to the student that will provide an overall transition career plan/report. Students on an IEP ages 16-22 years old can be referred by their district IEP team for a career assessment.

**Job Summary:**

* The Career Assessment Specialist may use the following formal and informal assessment tools and methods to gather data: adaptive behavior/daily living skills assessments, general and specific aptitude tests, interest inventories, achievement tests, learning styles inventories, interviews and questionnaires, direct observations, standardized academic assessments and environmental (situational/job) analyses. In addition to conducting career assessments, the specialist is responsible for the following;
  + Developing and distributing career assessment reports. Reports include demographic information, reason for referral, recommendations/options/transition plans, levels of performance, interpretation of results, accommodations/modifications, career field matches and career resources information.
  + Knowing career pathway options and reform models, labor market and labor laws
  + Provide information to assist in the Individual Education Program (IEP) process
  + Conducting post-assessment conferences.
  + Assist Vocational Director in Job Training Programs

**Communication Skills:**

* Ability to read, analyze, and interpret general periodicals, professional journals,

technical procedures, or government regulations;

* Ability to write reports, correspondence, and procedure manuals consistent with the duties of this position;
* Ability to effectively present information and respond to questions from students, parents, administration and staff.

**Other Skills and Abilities:**

* Demonstrate patience, respect, and understanding for students
* Demonstrates a sense of professional responsibility
* Effective oral and written communication skills
* Ability to establish and maintain effective relationships with students, staff and parents
* Ability to perform duties in full compliance

with district requirements and school board policies.

**Qualification Requirements:**

* Candidate must have a valid Ohio Department of Education certificate/license in

Special Education/Intervention Specialist with a Transition to Work endorsement (TTW). Master’s degree preferred.

*Duty Days: 185*Starting Date: 8/09/17

Reports to: Vocational Director

Qualified candidates may submit cover letter and resume to Jaina Gandolfi at [jaina.gandolfi@geaugaesc.org](mailto:jaina.gandolfi@geaugaesc.org)