

**PLEASE POST**

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ALTON COMMUNITY UNIT SCHOOL DISTRICT Alton, Illinois

TO: All Certificated Staff Members  
FROM: Rosemary Fleming/Human Resources Assistant  
DATE: June 28, 2018  
SUBJECT: Vacancy

THE FOLLOWING CERTIFICATED POSITION IS NOW BID FOR THE 2018-19 SCHOOL YEAR:

**ALTON HIGH SCHOOL**

**Special Education STEP Work Coordinator-Hospital Sites**

Certification for Special Education K-12 with LBS1 endorsement is required.

Work Coordinator Certificate or Approval is required or may be obtained by 09/30/18.

**Job Description**

The Hospital Work Coordinator position is a 9 month, full time position. This person is responsible for the community work experience of our special education students that will be placed in one of the 4 sections of the work program at either St. Anthony's Health Care Center or at St. Clare's Hospital. The hospital work program is a national award winning program that encourages students to learn job skills and independence. This person will be responsible for continuing the positive relationship with the hospital and developing work site relationships for our students. This program is only one step in the continuum of transition services for our special education students at Alton High School. This position answers to the Work Coordinator at Alton High School and is also responsible for 2 job coaches.

**Responsibilities**

- Work directly with the Work Coordinator and the special education teachers to screen students that may be ready to enter the work program.
- Be able to work with students with a wide range of disabilities; Autistic, Behavior Disordered, Specific Learning Disabilities, Young Adults (Cognitive Disabilities), Other Health Impaired.
- Develop meaningful and engaging lessons that focus on Career Development, job improvement, transition, independence, and self-improvement.
- Prepare paperwork for the intake interviews.

- Work with parents to ensure their participation in the interview process.
- Assign students to appropriate job sites.
- Coordinate with Special Ed. Advisor to adjust student's schedules to meet the hospital \*
- Coordinate bus schedules to and from the hospital programs.
- Setup and monitor TB shots, school physicals, and hospital orientations.
- Maintain accurate student job evaluations.
- Fulfill DHS contract requirements and maintain paperwork required.
- Maintain good relationships with hospital staff to maintain job placements.
- Coordinate with job coaches to maintain data needed for program requirements.
- Ability to manage the job coaches with their duties and expectations.
- Ability to network with hospital staff to develop additional job sites as needed.
- Work directly with the Work Coordinator in the movement of students to and from the hospital program.
- Ability to maintain the integrity and confidentiality of the hospital.
- Ability to maintain the integrity of the hospital work program.
- Ability to promote the positive working relationship between Alton School District and St. Anthony's Health Care Center.
- Ability to handle the physical demands of this job (walking long distances, climbing stairs, riding a bus, ability to learn and complete a variety of entry level jobs, balance time between two hospitals, and meet with hospital staff as needed).

**PLEASE NOTE:**

Interested persons shall apply to the Personnel Office in writing and all bids must be received not later than 4:00 p.m., **Tuesday, July 10, 2018.**