



POSITION OPENING

1/19/2017

POSITION TITLE:

Work Training Coordinator

REPORTS TO:

Principal

LOCATION:

Western Pennsylvania School for the Deaf, Pittsburgh, PA

JOB

DESCRIPTION:

This is a full-time, non-exempt, 187-day position. Responsibilities include as a liaison with potential employers, Work Force Investment Board, CareerLink, local Transition Coordinating Council (Allegheny County/City of Pittsburgh and OVR), network with appropriate community agencies and organizations (potential Community Based Assessments, etc.), establishes employment and/or internship sites in the community with the assistance of the Transition Coordinator/Vocational Evaluator and Guidance Counselor (on-site job analysis, on the job, regular contacts with the employer and performing a situational assessment, assists students on the job application process, completing the application, securing the appropriate documentation and practicing interviewing skills, arranges transportation to job sites, provides "push-in" transition classes for freshman and sophomore students, coordinates and proctors students enrolled in the AIU apprenticeship program and online classes, coordinates on-campus Job Shadowing Work Experience for students, teach English related to transition skills (employment, reading a recipe, reading a legal document to 13th year students.

MINIMUM

QUALIFICATIONS:

PA State Police Criminal Clearance, PA Child Abuse History Clearance, FBI Clearance, Act 82.

Valid PA Driver's License required.

PA Instructional Level I or II Certification in Hearing Impaired is required.

The Work Training Coordinator is preferred to enter a Master's level with some experience. The minimum requirement for the position is a Bachelor's level with certification in Hearing Impaired.

The Sign Language Proficiency Interview (SLPI) for this position is "Advanced." The minimum level accepted at hire is "Intermediate."

APPLICATION

PROCEDURE:

Send letter of application and resume to:
Dori L. Bachar
Director of Human Resources
Western Pennsylvania School for the Deaf
300 East Swissvale Avenue
Pittsburgh, Pennsylvania 15218
dbachar@wpsd.org

The Western Pennsylvania School for the Deaf does not discriminate in its programs of education, employment, and all other activities on the basis of race, color, national origin, ancestry, sex, age, religion, disability, or sexual preference.

