Cooperative School Services

1389 Saint Gaspar Drive, Rensselaer, Indiana 47978

219-866-8540

**Job Coach Position in the Work Experience Program for 2022 – 2023 School Year**

**Cooperative School Services is a special education cooperative based in Rensselaer and serves nine school corporations (Benton Community, Frontier, Kankakee Valley, North Newton, North White, Rensselaer Central, South Newton, Tri-County and West Central).**

**Position: The Work Experience Program typically works with students with IEPs who are at least sixteen years old and are earning a certificate of completion rather than a diploma. This position would be assigned to specific school sites with travel between schools requiring use of personal vehicle. This is a school year position and would cover a portion of the Cooperative area. Training and orientation for the position provided.**

**Duties:**

* **Assess high school students with IEPs to determine their job interests and employment skills**
* **Assist students in applying for and obtaining jobs in the school or in the community**
* **Coordinate transportation services for students to reach job sites, as needed**
* **Once on the job, monitor the student and assist employers and students**
* **Assist Special Education Teachers in the provision of services to help students be prepared for employment**
* **Develop contacts with employers in the community for job placement options**
* **Provide information and presentations for community groups regarding the Work Experience Program**
* **Completion of required documentation and other forms**
* **Other pertinent duties may be assigned**

**Additional Information**

* **Start Date: Early August 2022**
* **Work Week: Typically Monday – Friday, 7 hours/day**
* **Contract Length: 185 days, following school schedule**
* **Sick Days: 5 days (2 may be used as personal days)**
* **Hourly Rate: Dependent upon experience and skills**
* **Insurance Benefits Available, Public Employee Retirement Fund (PERF) Available**
* **Direct Deposit, Typically paid every 2 weeks**
* **Mileage Reimbursement for on the job travel**

**Application Process:**

* **Contact CSS for application:** **mail@cooperativeschoolservices.org**
* **Submit completed application with 3 letters for recommendation and cover letter**
* **Candidates will be contacted for interview process.**

**It is the policy of West Central School Corporation not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability in its educational programs or employment policies as required by the Indiana Civil Rights Act, Titles VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1973, Title II, Title IX and Section 504 of the Rehabilitation Act of 1973. Questions or concerns should be directed to: Superintendent c/o West Central School Corporation, PO Box 578, Francesville, IN 47946 Phone 219-567-9161.**