

*Regional Education
Service Agencies*

RESA

A powerful engine for education

400 Neville Street · Beckley, WV 25801
304.256.4712 · Fax: 304.256.4683 · <http://resa1.k12.wv.us>

POSITION:

RESA 1 SPOKES/Adult Education

Travelling full-time Career Development Consultant serving SPOKES (Strategic Planning in Occupational Knowledge and Employment Success) in Webster, Fayette, Nicholas and other counties.

Expectations:

- Must have reliable transportation (Program participants are not to be transported in private vehicles.).
- Works effectively as a team member with SPOKES teachers and DHHR.
- Demonstrates self-control and exhibits an attitude of mutual respect to co-workers and participants.
- Ethical, reliable, demonstrates good work habits, including punctuality and attendance.
- Enthusiasm in helping to create a positive environment for other staff and program participants.
- Understanding of diverse academic, socioeconomic, cultural, and ethnic backgrounds.
- Proven experience working with adults with special learning needs in areas of job development and placement.
- Knowledge and experience in effective methods of job development and placement strategies and in accessing training options.
- Ability to engage students to become active partners in their occupational search process.
- Teamwork and strong interpersonal and human relationship skills; ability to work in a team approach.
- Ability to work cooperatively and collaboratively with the local WV Department of Health and Human Resources and other local agencies and organizations.
- Self-motivated; self-starter; outgoing.
- Ability to motivate participants to identify an appropriate career pathway leading to a sustainable employment opportunity.
- Proficient in the use of technology in the daily responsibilities of the position.
- Proficiency in administration of career assessments and interpretation of participants' job search strengths and weaknesses.
- Collaborates with RESA 1, SPOKES, Adult Education and WVDE AE staff to coordinate and deliver services to meet the diverse and unique needs of students enrolled in different programs and county service areas

DUTIES AND RESPONSIBILITIES

- Instruct students in career readiness and vocational components of the SPOKES modules.

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- Travel to SPOKES locations as assigned and as scheduled including, but not limited to, Webster, Fayette, Nicholas and other counties.
- Assist students in developing realistic primary and secondary employment and training goals.
- Develop an employability plan for each individual participant collaboratively with SPOKES teachers and DHHR.
- Instruct participants in job search techniques and resources, interviewing, proper interview and employment attire, preparing employment applications, proper employment correspondence, and portfolio development.
- Apply specific job search and career accommodations for participants with special learning needs and discuss need for referrals for support services with SPOKES teachers and DHHR case managers.
- Maintain confidentiality of participant records and program files.
- Maintain accurate records of participant progress and attendance in job search and training activities as required by DHHR and SPOKES programs for reporting purposes; data provided to teachers for final reporting purposes.
- Coordinate with SPOKES teachers in communicating with referral agencies regarding progress or issues with participants; maintain contact with participants who are absent; and document the participants' records.
- Coordinate job coaching activities with employers, educational or training facilities staff to ensure successful participant transition to employment or training or educational opportunities.
- Establish and maintain linkages with community agencies to coordinate services and referrals of participants.
- Develop and maintain business and industry and training contacts.
- Attend and participate in local job and career fairs in the communities served.
- Identify and provide support services in cooperation with DHHR staff to assist participants in overcoming barriers to employment or training.
- Review and utilize labor market information for the counties and communities in area of assignment.
- Plan and implement an effective employer and public relations program to develop employment opportunities for participants and to promote public awareness of the SPOKES program to potential employers - through public speaking, business and industry-related meetings, and public service announcements.
- Familiarize employers with tax incentive programs and any current incentives available from DHHR for hiring program participants.

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- Collect information from employers through regularly scheduled follow-up visits to the work site to determine progress of participants and identify if additional training or services are needed to retain or enhance employment.
- Accurately and promptly complete reporting of follow-up on all participants' job training and employment and provide to SPOKES teachers.
- Conduct participant follow-up two (2) weeks after initial placement and then on a one (1), three (3), and six (6) month basis after employed to track participant progress and success for reporting purposes.

QUALIFICATIONS:

- Professional teaching certificate (preferred) or eligible for an adult license for Adult Education (four-year degree – minimum 2.5 GPA in original undergraduate course work; a minimum of 3.0 in graduate course work and in course work used in maintenance of certificate or adult license).
- Prior experience in working with adults, particularly at-risk populations.
- Knowledge of characteristics of adult learners.
- Effective oral and written communication skills.
- Established business and industry contacts in targeted fields of prospective employment of students (preferred).
- Established educational contacts with technical education, community college and college staff (preferred).

REPORTS TO: RESA 1 Executive Director or designee

CONTRACT/AGREEMENT:

This position is grant-funded based on availability of funding. RESA 1 employment agreements are for one year or less. RESA 1 does not issue continuing employment contracts. The execution of this employment agreement is contingent upon funding.

EVALUATION:

Performance of full time teaching positions will be evaluated in accordance with State Board Policy.

CONDITIONS OF EMPLOYMENT:

It is the policy of RESA 1 to maintain a learning and working environment that is free from drug, alcohol, and tobacco abuse. RESA 1 prohibits any form of racial, sexual, religious and/or ethnic harassment or violence.

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EQUAL EMPLOYMENT OPPORTUNITY:

RESA 1 is an equal opportunity employer and does not discriminate with regard to race, religion, color, age, sex, national origin or handicapping condition. No discrimination based upon such factors will be made in the selection, salary, promotion, demotion, transfer or termination of any employee.

DEADLINE TO APPLY:

Must be received by 4:00 pm March 9, 2018

APPLICATIONS:

A complete submission will include:

- RESA 1 employment application
http://resa1.wvnet.edu/resa1/wp-content/uploads/sites/13/2014/05/APPLICATION_FOR_EMPLOYMENT.pdf
- Cover Letter
- Resume
- College transcripts (unofficial accepted for application; official required for employment)
- References

Submit to:

Mail: Shawn Cook, RESA 1, 400 Neville Street, Beckley, WV 25801

Fax: Shawn Cook at 304.256.4511

electronic: shcook@k12.wv.us