

Roles and Responsibilities of Vocational Rehabilitation Counselor (VRC)

- Determine student's eligibility for VR services.
- Provide needed documentation to WEC such as a copy of the IPE or a letter of eligibility for those students who have been determined eligible for DVR services, but are on a waiting list due to a statewide order of selection and limited availability of funds.
- Speak to students in the classroom regarding pre-vocational and vocational skills related to successful employment.
- Speak to parents/students individually and group settings regarding transition activities, COOP program, and VR services post- graduation.
- Observe students participating in on-campus, work-related settings.
- Participate or provide input in the development of the student's IEP as it relates to transition planning and services as determined appropriate.
- Assist WEC with local job development for students, as determined appropriate.
- Visit student at the job site and observe student progress on-the-job, as determined appropriate.
- Provide assistance with vocational evaluations/assessments, as determined appropriate.
- Counsel the student about employment/post-secondary training and education opportunities, prior to the student exiting the school setting.
- Speak to local organizations with WEC about the Coop Program, and on-the-job training.
- Assist the WEC in setting up field trips to local businesses for students.
- Coordinate services with the Vocational Resource Educator (VRE) and School-to-Work Coordinator, if appropriate.

Roles and Responsibilities of Work Experience Coordinator (WEC)

- Participate in IEP meetings and in the development of the IPE, as appropriate.
- Develop classroom instruction focusing on vocational and work-related skills.
- Increase awareness and communication between the school, parents and potential employer regarding partnerships.
- Coordinate services with the Vocational Resource Educator (VRE) and School-to-Work Coordinator, if appropriate.
- Work with faculty to promote student's success in the classroom.
- Set up on-campus sites for job exploration and the teaching of job behaviors.
- Identify students that would benefit from vocational rehabilitation services and make appropriate referrals.
- Provide needed documentation to VRC such as academic/achievement testing, school medical records and copy of IEP.
- Work with parents and family members in providing services to their children through the Cooperative Work-Experience Program.
- Facilitate and monitor student progress with other teachers, employers at the job site, and VRC.
- Supervise students at the job site, and monitor work-skills/work behaviors through written and verbal employer feedback.
- Market COOP program to local employers, identify and secure community based job-sites and/or work experience opportunities, and coordinate appropriate job placements for students with the VRC.