

Lyon County School District (LCSD)
PAES Lab Instructional Specialist Scope of Work

1. Provide Pre-Employment Transitions Services (Pre-ETS) to LCSD students with disabilities via PAES Labs.
2. Ensure the opportunity for all students to learn in a respectful environment.
3. Create and maintain a positive, orderly, and academically focused environment.
4. Ensure compliance with special services such as IEP's and other related mandates.
5. Ensure compliance with PAES Lab regulations and guidelines at all times.
6. Work professionally and collaboratively with administration, staff, parents, and community.
7. Integrate technology into the instructional programs, curriculum, and lessons. Maintain accurate and timely records for all students and the LCSD PAES Lab Coordinator.
8. Engage in weekly collaboration meetings with the LCSD PAES Lab Coordinator.
9. Collaborate with school counselors and administrators to ensure recruitment efforts for students receiving Special Education and Section 504 services participate in PAES Labs.
10. Coordinate with school staff and PAES Lab Coordinator to ensure replenishment of PAES Lab consumable materials and that each PAES Lab is stocked fully at the beginning of each semester.
11. Collaborate with case managers on PAES Lab services.
12. Provide data to the IEP team about student progress on transition goals.
13. Ensure updated lab reports are put in brown folder at the end of each semester.
14. As IEP's are conducted reports shall be given to the IEP team.
15. Accurately report data to the PAES Lab Coordinator and Transition Coordinator who will report the data to the state VR team by the 20th of the month following the end of each semester.

Budget:

Lyon County agrees to be responsible for 21.3% of the total cost for the PAES Lab Specialists. To receive reimbursement Lyon County must:

- 1) Provide payment to VR for their 21.3% share.
- 2) Provide documentation verifying the eligible expenses incurred
Examples of appropriate documentation may include:
 - Payroll reports detailing wages paid, tax withholdings, deductions, and net pay.
 - Employee timesheet(s).
 - Pay stub(s).

Lyon County Portion 21.3%	\$ 46,866.36	\$ 47,788.24
VR Portion 78.7%	\$ 173,163.48	\$ 176,569.68

PAES Lab Specialist	Year 1	Year 2
Total Earnings	\$ 44,272.07	\$ 45,157.51
PERS 19.25% Class	\$ 8,522.37	\$ 8,692.82
Medicare 1.45%	\$ 641.94	\$ 654.78
Unemp 0.45%	\$ 199.22	\$ 203.21
Work Comp 1.05%	\$ 464.86	\$ 474.15
Insurance x Mo.	\$ 907.00	\$ 907.00
Total	\$ 55,007.46	\$ 56,089.48
Total for 4	\$ 220,029.84	\$ 224,357.92

Total:.....\$444,387.76