



Sequoia Union High School District

Job Description

JOB TITLE:	Workability Placement Specialist
REPORTS TO:	Director, Special Education
CLASSIFICATION:	Classified
SALARY SCHEDULE:	13.0 Level I – 15.0 Level II
WORK - YEAR / HOURS:	11 months / 7.5 hours
LOCATION:	District
BOARD APPROVAL:	01/16/13

DEFINITION

In accordance with State and Federal and pursuant to the Individuals with Disabilities Act (IDEA), this categorically funded Job Placement Specialist will do the following: provide individualized job development and placement assistance to special education students; facilitate, support and monitor on-the-job training efforts; serve as a resource and liaison to students, faculty, parents, employers and community agencies; and perform related work assignments.

DISTINGUISHING CHARACTERISTICS

Placement Specialist I

The employee will exercise independent judgment within a broad framework of regulations, policies and procedures. The employee performs a variety of specialized functions in support of special education work experience objectives and programs, requiring direction, initiative and extensive student and public interaction. The employee will coordinate the provision of services and fulfill the mandates and requirements of the funding source.

Placement Specialist II

This employee is the advanced level of this position. The employee will perform the full range of duties of the position and provide support and guidance to the Level I employee.

EXAMPLES OF DUTIES

- Organizes, develops, implements and monitors the resources and services of the Workability Program for special education students; coordinates activities and functions with appropriate staff, administrators, and outside parties including employers and community organizations
- Participates in and coordinates the assessment of students' needs, abilities, aptitudes and interests for vocational training and job placement; confers with teachers, parents, employers and others to determine appropriate placements

- Contacts local businesses and agencies to recruit potential employers or on-the-job training sites; establishes positive relationships and provides information regarding program operations, benefits and results
- Provides on-site supervision, instructional support, and monitoring of students placed in on-the-job training; mediates problems or concern for appropriate resolution; serves as liaison and primary reference regarding program operations
- Conducts pre-employment training and otherwise assists students in job-seeking, application and interviewing processes, transportation, and related matters
- Establishes and maintains a variety of program and student records and files
- Prepares reports related to program evaluation and funding
- Coordinates budget and expenditures
- Attends appropriate and mandatory meetings and conferences

QUALIFICATIONS

Knowledge of:

- Applicable laws, codes, regulations and policies
- Employment and training needs of special education students
- Community resources and potential employers for special education students
- Basic practices, procedures and techniques of seeking and obtaining employment
- General office practices and procedures, including recordkeeping and reporting

Skills/Abilities in:

- Working with students with a variety of disabilities
- Organizing, coordinating, implementing and monitoring activities related to vocational training and job placement
- Assessing, instructing and supervising special education students, and matching their needs and abilities to training opportunities
- Working with employers to develop and maintain job placement opportunities
- Working independently and using sound judgment within the framework of policies, procedures and guidelines
- Interacting effectively with a diverse public and student population
- Communicating effectively
- Making presentations and participating in meetings
- Performing administrative work and operating standard office equipment including computer software and hardware
- Preparing and maintaining accurate records, files and reports
- Establishing and maintaining effective working relationships with those contracted in the course of work
- Interpreting and applying relevant laws, rules, policies and other guidelines associated with assigned functional area(s)

A typical way of acquiring the required knowledge, skills and abilities might be:

Level I:

- Equivalent to graduation from high school and 2 years experience working with special education students
- Related college coursework (i.e. vocational education, social work) or work experience in program administration and/or coordination

Level II:

- Equivalent to graduation from high school and 2 years experience working with special education students
- Related college coursework (i.e. vocational education, social work) or work experience in program administration and/or coordination
- Three years experience in providing job placement services to students with a variety of disabilities

PHYSICAL REQUIREMENTS

The physical abilities required of this classification may include the following:

- Vision which can be corrected to a level sufficient to successfully read hand-written, typed and computer generated information and data, as well as computer terminal displays
- Hearing and speech ability sufficient to enable communication by telephone and in person
- Manual dexterity sufficient to use standard office equipment and supplies and to manipulate both single sheets of paper and large document holders (binders, manuals, etc.)
- Physical ability to reach, bend and grasp in order to file and retrieve materials

OTHER REQUIREMENTS

May require possession of valid California Driver License, and willingness and ability to travel to various sites within the Bay Area