

## **Job Description**

**Position: Employment Training Specialist**

**Range 26**

### **Summary**

The employment training specialist provides pre-employment skills training, work site training and follow-up services for youth in special education who are making the transition from school to work. They will recruit, screen, and interview students for appropriate vocational placement or training. They will also seek employers in the business community to hire/support students with special needs.

### **Distinguishing Characteristics**

The employee in this position, under the direction of the Director of Special Education or designee, will be responsible for the daily operations of the WorkAbility 1 Program. The employee in this classification assists the Director in obtaining and organizing information for the CDE Special Education Department. The employee assists the Director in the preparation of all documents necessary for the continued operation and funding of the WorkAbility 1 Program.

### **Essential duties and responsibilities**

- Recruits, screens and interviews students for appropriate vocational placement or training.
- Assists students in acquiring skills to obtain and retain employment, including providing feedback and additional instruction to students unable to successfully obtain employment following an interview.
- Provides students a workplace to: obtain job leads, complete job applications, use phone to call prospective employers and to use the computer for vocational training.
- Surveys and maintains current and future employment and training opportunities in the community and coordinates on-site career exploration at community businesses.
- Works with community businesses and employer organizations to develop training and placement sites, as well as good public relations for students/clients.
- Develops and implements specific skill-training plans at work/training sites, including job coaching and transportation.
- Maintains open communication and working relationships with vocational services staff, teachers, employers, agencies' staff, and parents regarding student/client progress.
- Collects/tabulates/summarizes student evaluation with student/teacher.
- Maintains familiarity with state and federal labor laws/regulations.
- Provides follow-up and monitoring of student placements.
- Assists in budget development and budget monitoring as it relates to the program.
- Assist students with employment forms, Work Permits and monthly timesheets for payroll.
- Meets on a regular basis to inform the Director of Special Education or designee on projects and outcomes of WorkAbility 1 activities.
- Assist in developing and monitoring the WorkAbility 1 Grant, which includes renewal Grant application, monthly and annual budget updates and fiscal reports to CDE.

- Assists in developing WorkAbility goals and objectives for students according to program requirements and maintains data to report to CDE.
- Coordinates WorkAbility 1 activities within the Special Education department and all other relevant programs and services.
- Attends mandatory WorkAbility regional, state and local training and business meetings.
- May attend IEP meetings for individual students and or school/agency meetings.
- Performs other duties assigned directly related to the position that are of an incidental nature.

## **Qualifications**

### **Knowledge and Skills**

- Knowledge of computer operations and experience in the use of a variety of software.
- Working knowledge of the District's financial/personnel system.
- Knowledge of educational training requirements of various jobs.
- Knowledge of the local labor market, employer needs, and job trends.

### **Abilities**

- Ability to understand and carry out oral and written directions; read, write, and speak at a level sufficient to fulfill the duties to be performed for the position described.
- Ability to establish and maintain effective work relationships with students, parents, teachers, administrators and various community agencies.
- Ability to work closely with community business and employer organizations to develop partnerships in career education.

### **Physical Abilities**

Requires ambulatory ability to go to different locations. Sitting or standing for extended periods of time. Bending at the waist, kneeling or crouching. Hearing and speaking to exchange information. Carrying, lifting, pushing or pulling school supplies. Requires sufficient arm, hand, finger dexterity in order to operate computers and other office equipment.

### **Education and Experience**

Must have working knowledge of CDE reports and budget related to WorkAbility 1. Must have at least two years of study at an institution of higher education or an associates degree or higher or district approved staff development, or two years of highly-related work experience.

### **Licenses and Certificates**

Depending upon assignment, a valid California driver's license and/or first aid training may be required.

**Board Approved 6/16/2022**