

Del Norte County Unified School District

Position Description

Position: Job Placement Specialist	Salary Range: 116
Department/Site: Various	FLSA: Non-exempt
Reports to/Evaluated by: Principal	

Summary

Provides specialized support and service to the job development and job placement programs for students with special needs. Develops employment vocational training opportunities for the students to transition into public and private sector jobs.

Distinguishing Career Features

The Job Development Specialist applies technical training and job placement expertise to coordinate and assist disabled students in locating employment and training opportunities that fit within their abilities. The Job Development Specialist is part of the instructional support career group. Advancement to this position is based on need and requires expertise in job training, retraining, and employment. Advancement to this position also requires competency in pre-employment activities such as instructing students on job search skills and resume writing, researching and locating employers with potential job offerings, and matching student backgrounds with jobs.

Essential Duties and Responsibilities

- Promotes the District, County educational services, and vocational training incentives to local commerce and the public.
- Identifies and contacts public and private employers to promote and develop employment opportunities for program participants. Contacts prospective employers by telephone and in-person to set up employment profiles.
- Refers students to suitable employment off campus and to volunteer opportunities and/or internships and coordinate referrals and services with specially-funded work programs. Assists in the development of job training-related activities.
- Provides individual and group instruction related to vocational education. Demonstrates and/or follows up on job site activities.
- Provides job coaching and shadowing at job sites.
- Assists in the development of vocational plans in the areas of applications, job seeking skills, basic skills for employment, and work attitudes and responsibilities.
- Promotes interagency collaboration regarding services available to participants, plans and implements informational programs for parents, teachers, Administrators, and community agency personnel.
- Plans, organizes, and coordinates development of jobs for disabled students, providing curriculum support and input. Enrolls students into basic skills and employment

readiness courses as determined by the Teacher/Program Coordinator.

- Works with Counselors and Teachers to identify disabled students who might benefit from the special program(s). Tracks participant's progress and may prepare periodic status and performance reports.
- Assists employers in developing and reviewing job standards to identify jobs that can be occupied effectively by program participants.
- Meets with and serves as a resource to managers, teachers, guidance counselors, and Special Education staff.
- Develops and presents brochures, pamphlets, and market organizational programs and services to prospective clients, agencies, and employers regarding the Del Norte County Unified School District and vocational training services and programs available for disabled students.
- Assists with and participates in community, district, and job-related or employer advisory committees.
- Attends and participates in professional meetings, conferences, and workshops related to job training, job placement, and workforce development.
- Administers and scores standard career assessments.
- Develops and maintains accurate record-keeping systems related to employment opportunities, client progress, expenses, mileage, and other job-related activities.
- May review and follow-up with parents, teachers, and employers regarding student progress in training program and/or at the work site.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

▪ Knowledge and Skills

The position requires working knowledge of vocational curriculum and employment readiness programs as they relate to students with disabilities. Requires a working knowledge of employment and hiring methods and procedures, including those for reaching students and assuring equal employment opportunity. Requires working knowledge of publicly funded job and training programs. Requires knowledge of the rules and regulations governing student employment. Requires a basic knowledge of the features of payroll, employee benefit plans, and job descriptions. Requires a working knowledge of computer-aided office productivity tools and data management programs. Requires sufficient math skills to compute sums, averages, products, and quotients. Requires sufficient human relation skills to convey technical concepts to others, to deal with private student information, to give instructions and training, and to facilitate discussions in individual and small group settings. Requires language, grammar, and writing skill to prepare professional correspondence, position advertisements, and informational brochures.

- **Abilities**

Requires the ability to carry out the essential functions of the position. Requires the ability to achieve harmony and cooperation in communications with others including students with special needs and outside employers. Requires the ability to prepare professional correspondence for routine communications. Requires the ability to learn and apply laws, regulations, policies and procedures for equal employment opportunity. Requires the ability to maintain up-to-date files and ensure privacy of student information. Requires the ability to identify, organize, and sequence the school and off-campus activities that support employment opportunities. Requires the ability to use independent judgment when working with students and outside agencies. Requires the ability to work under deadline pressure and handle simultaneous projects. Requires the ability to conceptualize and prepare and market organizational programs. Requires the ability to work at varying school and out-of-district locations.

- **Physical Abilities**

The position incumbent must be able to function indoors in an office environment engaged in work of primarily a sedentary nature. Requires ambulatory ability to sit, often for long periods of time, and move to high school campus and off-campus locations on a frequent basis. Requires the near visual acuity to read printed materials and microcomputer screen. Requires auditory ability to carry on conversations in person and over the phone. Requires the ability to retrieve work materials. Requires manual and finger dexterity to write, to keyboard at an acceptable rate and operate microcomputer, and other office equipment, almost constantly requiring repetitive motions.

- **Education and Experience**

Any combination equivalent to: Graduation from high school, some additional related college-level coursework, and two years of experience working with students in a classroom or similar environment. Experience working with disabled students is preferred.

- **Licenses and Certificates**

Requires a valid driver's license.

- **Working Conditions**

Work is performed indoors where minimal safety considerations exist, and outdoors where more significant safety considerations exist surrounding transporting and supervising disabled students.