

**TUOLUMNE COUNTY
SUPERINTENDENT OF SCHOOLS OFFICE**

175 South Fairview Lane • Sonora, CA 95370
(209) 536-2000



POSITION: WORKABILITY SPECIALIST

BASIC FUNCTION:

Under the direction of the SELPA Director, perform a variety of activities in support of vocational placement and development of identified special education students to enhance school to career awareness and transition; provide vocational assessment, counseling, education, training and referral services; assist students with developing vocational and job searching skills.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of activities in support of vocational placement and development of identified special education students to enhance school to career awareness and transition; monitor, assess and adjust activities to meet student needs; assist in meeting the educational needs of students related to vocational development in accordance with IEP goals and specifications.

Provide individualized case management for identified students; interview and assess students in the identification of needs, interests and abilities to determine appropriate vocational goals and objectives; assist students in establishing, development, pursuing and meeting vocational goals.

Assist students with developing job seeking and retention skills; provide designated students with job training, coaching and guidance in the enhancement of vocational skills as required; prepare lessons related to Job readiness, advise and consult students concerning vocational skill development, occupational services and employment, educational and training opportunities.

Assist students with collecting information related to job openings; developing resumes, cover letters and interview skills; advise students concerning employment expectations, values, grooming, attitude and self-esteem; assist students with completing pre-employment paperwork.

Workability Specialist

Administer and score a variety of tests to assess vocational aptitude, basic skills and interests; evaluate and interpret test results to students; determine if students are work-ready; refer students to potential employers and other opportunities according to needs, interests and abilities.

Serve as a liaison between the County Office, students, employers and outside agencies regarding vocational services, opportunities and placement; respond to inquiries and provide information concerning employment activities, policies, procedures and objectives.

Assist with developing an employer base for students; establish and maintain contact with employers in the promotion and marketing of services and enhancement of employment opportunities.

Visit job sites to oversee and monitor progress of student vocational activities; monitor student grades and behavior; assist students with transportation to job sites as directed; resolve vocational issues and conflicts in a proper and timely manner.

Compile information and prepare and maintain a variety of records, reports and files related to students, employers, emergency contacts, assessments and assigned activities; distribute, collect and process student time sheets, work permits and other required forms and documents.

Communicate with County Office personnel, local agencies, parents schools and various outside organizations to exchange information and resolve issues or concerns.

Operate a variety of office equipment including a copier, fax machine, computer and assigned software; drive a vehicle to conduct work.

Conduct follow-up and post employment services with employers and students in accordance with established timelines and procedures; assure students are placed with appropriate employers; confer with employers concerning student performance and progress.

May attend State conferences and meetings as directed by Executive Director, SELPA and other designated meetings as assigned.

Attend and inform IEP team regarding requirement to participate in the program.

Generate year-end reports

OTHER DUTIES:

Perform related duties as assigned.

Workability Specialist

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Student guidance principles and practices related to students with special education needs.

Basic instructional methods and techniques.

Community agencies providing vocational opportunities to special education students.

Job site procedures and appropriate student conduct

Problems and concerns of students with special needs

Diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of students.

Interviewing and advisement techniques.

Policies and objectives of assigned programs and activities.

General principles, practices and procedures of vocational training program.

Operation of standard office and job site equipment.

Oral and written communication skills

Interpersonal skills using tact, patience and courtesy.

Record-keeping and report preparation techniques.

ABILITY TO:

Perform a variety of activities in support of vocational placement and development of identified special education students to enhance school to career awareness and transition.

Interview and assess students in the identification of needs interests and abilities to determine appropriate vocational goals and objectives.

Develop and maintain an employer base for student placement.

Monitor, assess and follow-up on student needs and progress.

Administer and score a variety of tests to assess vocational aptitude, basic skills and interests.

Refer students to potential employers according to needs, interests and abilities.

Operate standard office and job site equipment.

Understand and relate to students with special needs.

Observe health and safety regulations.

Maintain records and prepare reports

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE

Any combination equivalent to: graduation from high school and two years experience working with special education students in an instructional, vocational or related setting.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

ENVIRONMENT:

Indoor and outdoor work environment

Driving a vehicle to conduct work.

Workability Specialist

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate standard office equipment.

Sitting for extended periods of time.

Bending at the waist, kneeling or crouching

Seeing to read a variety of materials and monitor student progress.

Hearing and speaking to exchange information.

Update: 5/2019

**TUOLUMNE COUNTY SUPERINTENDENT OF SCHOOLS
OFFICE
is an
AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**