MONTEREY PENINSULA UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION
CAREER DEVELOPMENT SPECIALIST I

CLASSIFICATION: Classified Employee
SALARY LEVEL: Range 31 Classified Salary Schedule
WORK YEAR: 12 Months ($2,655.00 - $3,246.00)

JOB DEFINITION:
Under direction of the Moderate-Severe Program Manager of Student Support Services, the Career Development Specialist I will provide delivery of transition services to special education students in accordance with state funded programs such as the California State Department of Rehabilitation Transition Partnership program and/or the State Workability I program; will work independently as a liaison between the Monterey Peninsula Unified School District and State funded programs as defined by District policy and procedure.

SUPERVISOR(S):
Moderate-Severe Program Manager of Student Support Services
Coordinator of Student Support Services

QUALIFICATION REQUIREMENTS
To perform the job successfully, an individual must be able to satisfactorily perform each essential duty. The requirements listed on the job description are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

EXAMPLES OF DUTIES:
The following is a list of duties that are representative of the position and include but are not limited to:

Essential Duties:
- Maintains budgets required by state contracts and/or grants and attends all required meetings and/or state trainings to meet requirements of contracts and/or grants.
- Monitors site coverage to ensure transition services are in place.
- Coordinates contracts and/or grants activities to support successful transition goals for employment of Special Education students.
- Coordinates and evaluates program needs and writes reports required by state contracts and/or grants.
- Collaborates with counselors, teachers, parents, staff and other agencies regarding transition services for Special Education students.
- Maintains communication with State Department of Rehabilitation and/or State Workability I administrators to fulfill contract and/or grant responsibilities.
- Coordinates case management of students and/or clients to ensure successful employment outcomes as required, including following up on student’s progress once exited from the program.
- Coordinates job placement and/or job shadowing.
- Provides vocational assessments for all Special Education students.
- Obtains and reviews Individual Education Plan’s and/or documentation such as social security cards, birth certificates, picture identification as needed to provide services.
- Acts as a representative to Special Services for transition issues.
- Maintains student database and/or student reports required by funding agencies.
- Supports teachers with vocational curriculum and planning; attends job fairs, community and college functions to support transition services.
- Performs other duties as required to accomplish the objectives of the position.
Other Related Duties:
- Performs other job related duties as may be assigned by the supervisor.

PHYSICAL EFFORT AND WORK ENVIRONMENT
1. Position involves standing, walking, stooping, and occasional carrying and lifting of lightweight materials (up to 20 pounds). May be required to sit for extended periods of time.
2. Requires visual acuity and depth perception to recognize words and numbers; and hand and finger dexterity and hand/eye coordination to use a computer keyboard and common office equipment.
3. Requires speaking and hearing ability sufficient to hear over a phone and carry on conversations.
4. Requires ambulatory skills and abilities to travel to a variety of business sites or school sites.
5. Work performed in an office, classroom and community environment with occasional expectation to visit locations where there may be some exposure to health and safety considerations.

REQUIRED QUALIFICATIONS:

Education:
- High school diploma or completion of GED and one (1) year of college coursework.

Experience:
- (4) four years or (5) five years of experience working with special needs students in the development of career job placement.

Licenses and Certificates:
- Possession of a valid Class C California Driver’s license and evidence of appropriate insurance.
- Must have personal means of transportation to travel to various sites.

Knowledge of:
- Requires a working knowledge of the local job market and appropriate industries.
- Must have a good knowledge of District organization, operations, policies and objectives.
- Requires considerable knowledge of career development resources, local scholarships and community employers.
- Must have organizational skills and computer skills records keeping and general office skills and possess strong organizational skills.
- Requires strong interpersonal skills.
- Requires “self-starting” skills to seek out and consult with District staff, community business owners, and agencies.

Ability to:
- Requires the ability to perform independently and without supervision all of the essential duties of the position with efficiency and effectiveness with only general supervision.
- Requires the ability to assist parents and students research career development opportunities.
- Must be able to communicate in a variety of settings, presenting material to groups or individual students, parents, employers and administrators.
- May be required to communicate in a second language.
- Must have the ability to work directly with students and parents in an environment requiring patience and persuasion.
- Requires the ability to prepare routine records, reports and correspondence.
- Requires the ability to plan and prioritize work in order to meet schedules and timelines.
- Requires leadership and mentoring skills to organize and implement services per contracts and/or grants.
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Ability to (continued)
- Manage and facilitate the guidelines in accordance with state funded programs.
- Understand and apply guidelines as necessary to comply with state regulations.
- Requires the ability to communicate with students, staff, parents and the public using patience and courtesy, and in a manner that reflects positively on the District.
- Must be able to work well independently and as part of a team.

DESIＲABLE QUALIFICATIONS:
- Bilingual English/Spanish Desirable

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