



**PAJARO VALLEY UNIFIED SCHOOL DISTRICT
POSITION DESCRIPTION**

Position: Career Development Specialist I
Job Code: 750

Department: Special Services

Reports To: Program Director

SUMMARY

Assists a large student population with the transition from high school to career or educational opportunities. Manages program for special education students. Assists with development and operation of vocational educational programs. Coordinates various activities and interests for students with disabilities from a school environment to post school environment. Interacts with community students, parents, administrators community leaders and agencies.

NATURE AND SCOPE

Works under the general supervision of the Program Directors and Special Education Teacher to independently accomplish duties that are defined by an IEP. Exercises independent judgment and discretion when working with outside organizations, parents, and students. Work is performed in an office, classroom and community environment with occasional expectation to visit locations where there is some exposure to health and safety considerations. This position requires coordination of multiple sites.

DISTINGUISHING CHARACTERISTICS

This position requires demonstrated ability and self-starting skills to identify employers, job matching, and then seek out commitments. The Incumbent is responsible to comply with State funded programs under the supervision of Special Services (CDE and Dept of Rehabilitation).

ESSENTIAL TYPES OF DUTIES (Duties may include but are not limited to the following)

- Administers assessment career test for Special Education students. Consults with students and parents regarding educational and vocational alternatives.
- Maintains communication with case managers, Guidance Counselors, school administrators, teacher and special services staff.

Career Development Specialist
Effective 11/1/98, revised 5/13/04, Classification Study 6/16/05
Approved Personnel Commission 12/18/09 (Classification Study of 2007)
Board Approved: 6/30/09

- Promotes and coordinates state funded Workability program and/or Transition Partnership Program. Matches special education students and their skills with employment opportunities in the community. Monitors students and employer relationship as well as the student's job performance.
- Develops and maintains work sites for students in the community.
- Coordinates placement of students with businesses in the community.
- Attends local and state wide trainings per grant and/or contract guidelines.
- Assists in the resolution of potential problems, concerns or issues regarding the job placement of special education students.
- Conducts presentations to promote services at school, conferences, and trainings.
- Assists students and parents complete necessary forms.
- Maintains time studies and student time cards. Calculates students' earnings based on minimum or prevailing wage laws.
- Maintains and develops student database.
- Acts as a student liaison, coordinating college campus visits, student testing, college applications and financial aid assistance.
- Supports teachers with vocation curriculum.
- Coordinates students and available services through a variety of local agencies.
- Attends job fairs in order to develop community and/or employer connections.
- Performs other duties as required to accomplish the objectives of the position.

QUALIFICATIONS

Knowledge and Skills: Requires a working knowledge 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 record 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.

Abilities: Requires the ability to perform independently 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.

Career Development Specialist

Effective 11/1/98, revised 5/13/04, Classification Study 6/16/05

Approved Personnel Commission 12/18/09 (Classification Study of 2007)

Board Approved: 6/30/09

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 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.

Physical Abilities: 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. 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. Requires speaking and hearing ability sufficient to hear over a phone and carry on conversations. Requires ambulatory skills and abilities to travel to a variety of business sites or school sites.

Minimum Qualifications (Education and/or Experience): This is the minimum experience and education/training standards which will be used to admit or reject applicants for examination as approved on _____

High school diploma or completion of GED and one year of college coursework plus two (2) years of experience working in special education programs, preferably in a high school setting.

or

High School Diploma or GED plus three (3) years of experience working in special education programs, preferably in a high school setting.

Licenses and Certificates: Valid California Driver's License

Special Requirements: Must have personal means of transportation to travel to various sites.

Original Approval Dates:

Approved by Personnel Commission 01/07/99

Approved by Governing Board 04/14/99

Career Development Specialist

Effective 11/1/98, revised 5/13/04, Classification Study 6/16/05

Approved Personnel Commission 12/18/09 (Classification Study of 2007)

Board Approved: 6/30/09