

CONTRA COSTA COUNTY OFFICE OF EDUCATION

CLASS TITLE: WORKABILITY EMPLOYMENT SPECIALIST I

RANGE: 16

BASIC FUNCTION:

Under the direction of an assigned Principal, Student Programs, perform a variety of duties in support of employment placement and vocational development of special education students to enhance school to career awareness and transition; provide job coaching, training and information to special education students.

DISTINGUISHING CHARACTERISTICS:

The Workability employment specialist I is the entry-level classification in the series. Incumbents work under general supervision and provide employment placement and vocational development services to special education students. The Workability employment specialist II is the experienced-level classification in the series. Incumbents work independently, assist the Principal, Student Programs with Program management, and serve as a lead over Workability employment specialist I's.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of duties in support of employment placement and vocational development of special education students to enhance school to career awareness and transition; monitor, assess and adjust training and development activities in response to student progress and performance.

Provide job coaching, training and information to special education students; train and assist students in the development of vocational, job searching, resume and interview skills; conduct mock job interviews; assist students in establishing and pursuing goals.

Interview and assess students in the identification of needs, interests and abilities to determine appropriate vocational goals and placement; determine if students are work-ready; refer students to potential employers and other opportunities according to needs, interests and abilities.

Visit classrooms to recruit special education students for employment placement and vocational development services; prepare and deliver oral presentations; meet with students, teachers, parents and others to discuss and assess job and vocational training needs, goals, issues and activities.

Serve as an informational resource to special education students regarding employment opportunities, forms, applications and vocational skill development; respond to inquiries and provide information concerning related standards, requirements, techniques, practices and procedures.

Prepare students for employment and transition; develop individual employment plans for special education students; visit job sites to coach and mentor special education students and assist in the

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development of job skills; develop and implement job retention strategies for students.

Assist special education students and their teachers, parents and others with various job-related issues and conflicts; refer students, parents, teachers and others to outside programs and resources as appropriate; train and assist student and staff in utilizing computer and online vocational tools.

Provide students with learning activities to enhance social interaction skills, etiquette and manners; consult students concerning appropriate job site conduct, punctuality, work ethics, hygiene, attitude, behavior, transition and personal appearance.

Prepare, develop and distribute a variety of informational materials and correspondence such as booklets, pamphlets, handouts, guides, outlines and presentations to meet the needs of students, teachers, employers and others; provide resources and instructional materials to teachers.

Research employment opportunities for students; initiate, develop and maintain an employer base for student placement; establish and maintain contact and partnerships with employers to facilitate and enhance employment opportunities; explain program services and assess employment needs.

Compile information and prepare and maintain a variety of records, reports and files related to students, employers and assigned activities; research, obtain and assemble employment-related paperwork for students as necessary; prepare and process a variety of forms.

Communicate with County Office personnel and various outside agencies to exchange information and resolve issues or concerns; initiate and receive telephone calls; compose, receive and respond to a variety of correspondence.

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

Visit work sites to monitor student progress and performance and assure compliance with labor laws and safety standards as directed; verify students receive appropriate training and assure proper maintenance of required documentation.

Collect, review and verify student payroll, vocational assessments and time sheets.

Attend and participate in various meetings and conferences.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic practices and procedures of employment placement and vocational development programs.

Training and employment opportunities in the community.

Basic interviewing and advisement techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.
Basic principles and techniques of vocational guidance and casework.
Diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of special education students.
Interpersonal skills using tact, patience and courtesy.
Problems and concerns of students with special needs.
Operation of a computer and assigned software.
Oral and written communication skills.
Modern office practices, procedures and equipment.
Record-keeping and report preparation techniques.
Basic public speaking and relations techniques.

ABILITY TO:

Perform a variety of duties in support of employment placement and vocational development of special education students to enhance school to career awareness and transition.
Provide job coaching, training and information to special education students.
Identify and evaluate student interests, needs and abilities.
Determine appropriate vocational goals and placement for special education students.
Learn policies and objectives of assigned programs and activities.
Learn, interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
Understand and relate to students with special needs.
Refer students to potential employers according to needs, interests and abilities.
Operate standard office equipment including a computer and assigned software.
Prepare and maintain a variety of records and reports.
Prepare and deliver oral presentations.
Meet schedules and time lines.
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 three years of clerical or secretarial experience involving frequent public contact including some work with vocational, employment or similar programs and services.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information.

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.

Bending at the waist kneeling or crouching.