

CONTRA COSTA COUNTY OFFICE OF EDUCATION

CLASS TITLE: WORKABILITY EMPLOYMENT SPECIALIST II

RANGE: 19

BASIC FUNCTION:

Under the direction of an assigned Principal, Student Programs, lead and participate in a variety of activities involved in providing employment placement and vocational development services to special education students in the enhancement school to career awareness and transition; provide job coaching, training and information to special education students; train and provide work direction and guidance to assigned personnel.

DISTINGUISHING CHARACTERISTICS:

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. 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.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Lead and participate in a variety of activities involved in providing employment placement and vocational development services to special education students in the enhancement school to career awareness and transition; monitor, evaluate and adjust Program, training and development activities in response to student progress and performance.

Oversee and assist with coordinating, developing and implementing Workability operations and daily activities; provide administrative support to the Principal, Student Programs; assist in assuring Program activities comply with established laws, codes, regulations, policies and procedures.

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.

Train and provide work direction and guidance to assigned personnel; assign employee duties and review work for compliance with established standards, requirements and procedures.

Serve as a liaison between Workability, other County Office departments and programs, school districts, students, employers and outside agencies regarding vocational and employment services; resolve Workability issues and conflicts in a proper and timely manner.

Interview and assess students in the identification of needs, interests and abilities to determine

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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.

Develop and implement marketing activities; oversee and participate in the preparation, development and distribution of marketing and informational materials such as booklets, pamphlets, handouts, guides, outlines and presentations to meet the needs of students, teachers, employers and others.

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 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.

Serve as a technical resources concerning Workability services to personnel, teachers, students, outside agencies and the public; respond to inquiries and provide detailed and technical information concerning related standards, requirements, practices, policies and procedures.

Oversee and participate in the distribution, collection and processing of a variety of required paperwork including forms, payroll, site agreements and employment packets; receive, collect and distribute mail.

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, payroll and assigned activities; research, obtain and assemble employment related paperwork for students as necessary.

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

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

Monitor the Workability budget; assist in assuring expenditures do not exceed established limitations.

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.

Monitor inventory levels of office supplies; order, receive and maintain adequate inventory levels of office and other designated supplies.

Coordinate, attend and participate in various meetings, conferences and special events.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Practices and procedures of employment placement and vocational development programs.

Training and employment opportunities in the community.

Interviewing and advisement techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Principles and techniques of vocational guidance and casework.

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

Principles of training and providing work direction.

Policies and objectives of assigned programs and activities.

Applicable laws, codes, rules, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Problems and concerns of students with special needs.

Operation of standard office equipment including a computer and assigned software.

Oral and written communication skills.

Record-keeping and report preparation techniques.

Basic public speaking and relations techniques.

ABILITY TO:

Lead and participate in a variety of activities involved in providing employment placement and vocational development services to special education students in the enhancement school to career awareness and transition.

Oversee and assist with coordinating, developing and implementing Workability activities.

Provide job coaching, training and information to special education students.

Train and provide work direction and guidance to assigned personnel.

Serve as a liaison and technical resource concerning vocational and employment services.

Identify and evaluate student interests, needs and abilities.

Determine appropriate vocational goals and placement for special education students.

Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.

Understand and relate to students with special needs.

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 supplemented by college-level course work in business administration, education, psychology or related field and three years experience working with individuals in a vocational or instructional environment.

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.