

San Diego County Office of Education
Personnel Commission

WORK READINESS ASSISTANT II – Special Education

Definition: Under general supervision, assists in the operation of a Work Readiness Program for students in special education by: initiating, developing and maintaining relationships with community-based public and private organizations to foster school-to-career employment and training opportunities; matching students to available jobs; assisting in the successful transition of students back into the community; maintaining student records.

Typical Tasks: Performs any combination of the following tasks:

Essential Functions:

assists with the development of school-to-career program materials and services.

develops and maintains relationships with community-based public and private organizations.

develops and conducts program marketing and student recruitment activities in order to solicit participation of students and community organizations in school-to-career mentorships, internships and other employment and training opportunities.

maintains a bank of jobs available to program students.

assists in writing IEP goals and objectives; keeps data on progress of goals and objective and reports information at IEP meetings.

meets with program students to determine career path options and goals as may be outlined on an ITP (individual transition program), assesses students knowledge and skills, matches students to appropriate job; reviews students on-the-job performance and determines needed modifications or accommodations for continued success.

meets with employers to review requirements of program, such as workers compensation, salary and work schedules.

assists in assessing service needs of students and provides referrals for services (i.e. housing, drug counseling).

researches and maintains a directory of services available.

works in collaboration with case managers to monitor and ensure successful transition of students back into community.

ensures completeness of a variety of paperwork.

assists with developing policies and procedures for student eligibility certification.

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conducts student eligibility certifications, tracks student progress, evaluates students against strict program performance criteria, and certifies student employability enhancements.

assists in developing and monitors student payroll procedures.

tracks student work experience hours and community service logs according to established guidelines.

enters data into database and produces reports.

attends and participates in meetings as requested.

Non-Essential Functions:

performs other duties as required.

**Minimum
Qualifications:**

Knowledge of: school-to-career objectives, strategies and activities; regulations related to youth/student employment and training programs; referral services available (i.e. housing, drug counseling); computers and related software including, Excel and Microsoft Office; paychex payroll system.

Ability to: provide program services to students; initiate and maintain contact with local businesses to solicit participation and support for school-to-career programs; develop and promote student employment and training opportunities; follow up with student progress in transitioning back into the community; maintain records and prepare reports; communicate effectively both orally and in writing; enter data into database at a rate of speed sufficient for successful job performance; follow oral and written instructions; work with minimum supervision; establish effective working relationships with those contacted in the course of work; accept, understand and relate to students who have behavioral, learning or physical disabilities.

**Working Conditions and
Physical Abilities:**

Duties are typically performed in a classroom/office setting. Incumbents will work with a variety of at-risk and high-risk students including behavioral and conduct disordered and/or emotionally disturbed who have problems with learning and/or language processing. The majority of the student population served falls within the need for academic remediation. Position requires transportation to and from various worksites.

Must be able to hear and speak to exchange information; see to perform assigned duties; sit or stand for extended periods of time; possess dexterity of hands and fingers to operate computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files; lift light objects.

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Experience and
Education:

Education, training or experience which would clearly demonstrate possession of the knowledge and abilities detailed above. An example of typical qualifying experience would include: one year of successful experience working with youth in a school-to-career program and college-level coursework in general subject areas. Experience working with special needs children or adults is highly desirable.

Other
Requirements:

In order to meet the requirements of AB346(s), persons in this classification are required to obtain both a California Department of Justice and an FBI clearance prior to starting employment.

Distinguishing
Characteristics:

This classification is distinguished from the classification of a generic Work Readiness Assistant II in that Work Readiness Assistant II – Special Education incumbents work with students who are behavioral and conduct disordered and/or emotionally disturbed who have problems with learning and/or language processing.

Established: 03/09
Revised: 10/10

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