

**PLEASANTON UNIFIED SCHOOL DISTRICT
Job Description**

Title:	Employment Training Specialist	Reports to:	Program Administrator/Supervisor
Job Category:	Adult Education	Classification Unit:	Classified
Board Approval:	5/21/2020 7/27/2021 Range Adjustment	Current Salary Grade:	21
Job Description Revised:		FLSA Status:	Non-Exempt

JOB SUMMARY:

Under the general supervision of the Program Administrator/Supervisor, provide employment training and other support to adult with disabilities at work sites in their assigned employment/training internships; coordinate activities with employers in the program; and monitor adults' placement performance. To ensure success in a work training environment which may lead to Competitive Integrated Employment (CIE.).

ESSENTIAL FUNCTIONS:

- Assess adult intern vocational and career strengths and weaknesses in relationship to career opportunities; match students with realistic employment goals; set-up evaluation sheets for adult intern employment plan and work goals.
- Assess work sites and employer operations; successfully match adults to jobs based on their skills and abilities; compliance with work site, business, and established laws, codes, regulations and standards.
- Provide individualized support for during the internship rotation to acquire competitive and marketable skills (e.g. systematic instruction to teach and break down tasks, build natural supports, and identify appropriate assistive technology).
- Coach individual interns in various subjects and/or work situations (e.g. job skills, interview techniques, grooming, hygiene, communication, interaction with co-workers, job etiquette, confidence, coping strategies, and individualized goals); to successfully perform on the job.
- Implement job coaching plan for interns and other parties as appropriate; model/practice positive reinforcement techniques with interns and worksite staff.
- Observe work sites to assess the work environment and tasks.
- Perform targeted task analysis to develop required areas of focus, skills, tools or accommodations as needed.
- Implement behavior/coping strategies identified in collaboration with work skills teacher appropriate for a work environment in accordance with Individual Program Plan.
- Assist with administering a Basic Skills Assessment to determine the abilities of prospective adults, and assist the team to make meaningful matches.
- Collaborate with work skills teacher, employers, businesses, government agencies, transition specialists and community groups to develop and promote program services and generate business and community support of program.
- Maintain intern files/records, assessments and evaluations; document progress to provide up-to-date information for follow-up actions and/or for use by team.
- Monitor a variety of activities related to a work site (e.g. progress, work strategies, career exploration); collect information for use in evaluation and/or modification of the program based on adult intern success/progress.

- Participate in a variety of meetings (e.g. interagency committees, community groups); convey and/or gather required information to perform functions and remain current regarding regulations.
- Prepare documentation (e.g. reports, supplemental notes, task analysis instructions, and training tools).
- Communicate information to community members and employers; promote program services and refer employers to program administrator.
- Refer qualified adults to the program and provide them with information on the application process.
- Refer adults and parents to classes, programs and/or services of outside agencies and provide additional support to gain work experience.
- Respond to inquiries (e.g. interns, parents, employers, or staff) to resolve problems and provide information.
- Drive a vehicle to conduct work.

OTHER JOB-RELATED DUTIES:

- Perform related duties within the scope of the job classification as assigned.

REQUIRED QUALIFICATIONS:

Knowledge of:

- Principals and techniques of developing effective training program for adults with disabilities.
- Preparation of assessments, recording observations and data collection.
- Disabilities, behavioral intervention techniques and community resources.
- Policies, regulations and/or applicable laws.
- Positive reinforcements and coping strategies.

Ability to:

- Analyze work environment and work tasks.
- Plan, organize, adjust, and evaluate adult training program.
- Organize, schedule and prioritize work to meet deadlines, timelines, and program events.
- Provide overall support, problem solving, and planning for the intern and program
- Prepare and maintain accurate records and maintain confidentiality.
- Practice positive reinforcement techniques with students, co-workers and other staff.
- Operate a variety of job-related equipment including a computer and assigned software.
- Be flexible to work in a wide variety of circumstances.
- Perform technical tasks with a potential need to upgrade skills in order to meet changing job conditions.
- Perform basic math, including calculations using fractions, percentages, and/or ratios.
- Collate data and use basic job-related equipment.
- Work with data utilizing defined and similar processes.

EDUCATION AND EXPERIENCE: Any combination of education and experience that provides the required knowledge, skills and abilities.

Education: Targeted job-related education that meets organization's prerequisite requirements.

Experience: Job related experience.

Required licenses, certificates, continuing education, training and other requirements:

- Valid driver's license.

DESIRABLE QUALIFICATIONS:

- Experience working with adults with disabilities.

WORKING CONDITIONS:

Environment: Indoor/Outdoor/Office environment.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Significant walking.
- Some carrying, lifting, pushing and/or pulling.
- Some climbing and balancing.
- Some stooping, kneeling, crouching, and/or crawling.
- Significant fine finger dexterity.
- Generally, requires 20% sitting, 50% walking, and 30% standing.

Hazards:

- N/A

OTHER:

Required Testing:

- Pre-employment Test.

Clearances:

- State Mandated Trainings
- Criminal Justice/Fingerprint Clearance.
- TB Clearance.

Pleasanton Unified School District is an Equal Opportunity Employer. The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.). Reasonable accommodations are made under A.D.A. as required by law.