

# FLAGLER COUNTY SCHOOL DISTRICT

## JOB DESCRIPTION

### ADULT EDUCATION SPECIALIST II Grant Funded Position

#### QUALIFICATIONS:

- (1) High School Diploma or equivalent
- (2) Experience working with persons with disabilities preferred
- (3) Possess or acquire a Florida CDL
- (4) Be aware of APD Medicaid waiver and AWD grant requirements
- (5) Obtain APD General FDLE/FBI Clearance ("Eligible" status) through the Department of Children and Families/Agency for Persons with Disabilities Background Screening Clearinghouse

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of or ability to write daily, monthly and quarterly summaries according to the Medicaid I-budget Handbook and the Vocational Rehab. Adults with Disabilities Grant. Ability to complete all mandatory trainings on the TRAIN web-portal. Knowledge of and ability to implement adult Individual Education Plan. Knowledge of first aid and CPR.

#### REPORTS TO:

AWD Grant Manager

#### JOB GOAL

To assist Grant Manager & vocational teacher in establishing and directing a program to meet educational and vocational training needs for clients.

#### SUPERVISES: N/A

#### PERFORMANCE RESPONSIBILITIES:

- (1) Set daily work schedule for students AIEP goals.
- (2) Perform pre-operation bus inspection before boarding clients.
- (3) Operate the school bus and van(s) for student field trips.
- (4) Maintain safe, clean work environment.
- (5) Establish a warm, friendly and professional relationship with clients.
- (6) Insure clients follow all safety procedures and practices.
- (7) Keep daily progress notes on assigned client case load.
- (8) Assist in the development of Adult Individual Education Plan
- (9) Maintain records as required by APD, Medicaid & AWD Grant.
- (10) Supervise and assist in all activities.
- (11) Attend all programs, courses, and meetings as required.
- (12) Attend in-service training programs. Perform any other duties and incidental tasks that are consistent with the goals and objectives of this position as assigned by the Grant Manager.

*Adult Education Specialist II (continued)*

- (13) Assist personnel in planning and providing educational activities to adult with disability clients.
- (14) Supervise student activities directly to ensure the well-being and safety of the Clients
- (15) Keep work areas neat and organized and take responsibility for the upkeep of Equipment and materials.
- (16) Observe all state, city and local laws and regulations.
- (17) Perform cleaning of vehicles.
- (18) Perform other incidental tasks consistent with the goals and objectives of this Position.

**TECHNOLOGY ACCESS: NO ACCESS**

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**JOB DESCRIPTION SUPPLEMENT CODE 3**

**SALARY LANE: QFB**

APPROVED: 08/04/2022