

PLEASANTON UNIFIED SCHOOL DISTRICT
Job Description

Title:	Workability Training Specialist	Reports to:	Program Administrator/Supervisor
Job Category:	Student Support	Classification Unit:	Classified
Board Approval:	5/21/2020 7/27/2021 Range Adjustment	Current Salary Grade:	17
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 students with special needs at work sites in their assigned employment/training experiences; coordinate activities with employers participating in the program; and monitor students' placement performance.

ESSENTIAL FUNCTIONS:

- Assist in building vocational and academic strengths for students with special needs and work on weaknesses in relationship to vocational opportunities; match students with realistic vocational goals; set-up data sheets for student goals.
- Assess work sites and employer operations; successfully matching students to community jobs based on their skills and abilities; ensure student compliance with work site, business, vocational training sites, applicable laws, codes, regulations and standards.
- Train individual students on various subjects and/or job situations (e.g. job skills, interview techniques, etc.); assist students in successful job performance; implement behavior strategies.
- Collaborate with teachers, employers, local businesses, government agencies, community groups, etc. to develop and promote Workability program services and to generate community support of program objectives.
- Participate in classroom presentations to promote the Workability program and placement opportunities for high school students.
- Maintain/monitor students' files, records, timecards, progress reports; document activities to provide up-to-date reference for follow-up actions and/or for use by other parties.
- Monitor a variety of activities related to a program (e.g. student progress, referrals, etc.); collect information for use in evaluating and/or modifying program based on student success.
- Transport students to work sites in District vehicle and ensure students with limited mobility have opportunity to participate in work experiences; may accompany students on public transportation.
- Prepare documentation (e.g. reports, task instructions, and training outlines).
- Relay information to community members and employers; promote program services and refer employers for recruitment.
- Implement behavior strategies for assigned students in accordance with IEP's.
- Drive a District vehicle to conduct work.

OTHER JOB-RELATED DUTIES:

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

REQUIRED QUALIFICATIONS:

Knowledge of:

Workability Training Specialist

- Variety of manuals, writing documents following prescribed formats, and/or presenting information to others.
- Policies, regulations and/or laws.
- Disabilities, behavioral intervention techniques and community resources.
- Basic English usage, grammar, spelling, punctuation and vocabulary.

Ability to:

- Schedule several activities, meetings, and/or events.
- Collate data and use basic, job-related equipment.
- Be flexible to work with others in a wide variety of circumstances.
- Work with data utilizing defined and similar processes.
- Problem solve to analyze issues and create action plans.
- Maintain confidentiality, meet deadlines and schedules, set priorities.
- Operate a variety of job-related equipment including a computer and assigned software.
- Organize and prioritize work to meet deadlines, timelines, and schedules.
- Perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions.
- Prepare and maintain accurate records.
- Perform basic math, including calculations using fractions, percentages, and/or ratios.

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:

- N/A

WORKING CONDITIONS:

Environment: Indoor/Outdoor/Office environment. Work performed under minimal temperature variations and some hazardous conditions.

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.
- Carrying, pushing, lifting and/or pulling.
- Some climbing and balancing.
- Some stooping, kneeling, crouching, and/or crawling.
- Significant fine finger dexterity.
- Generally, requires 10% sitting, 40% walking, and 50% standing.

Hazards:

- N/A

OTHER:

Required Testing:

- Pre-employment Test.

Clearances:

- State Mandated Training
- Criminal Justice/Fingerprint Clearance.
- TB Clearance.
- Valid Adult/Child/Infant CPR/First Aid certificate

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.