

**PLEASANTON UNIFIED SCHOOL DISTRICT
Job Description**

Title:	Workability Specialist	Reports to:	Program Administrator/Supervisor
Job Category:	Student Support	Classification Unit:	Classified
Board Approval:	5/21/2020 7/27/2021 Ranges Adjustment	Current Salary Grade:	26
Job Description Revised:		FLSA Status:	Non-Exempt

JOB SUMMARY:

Under the general supervision of the Program Administrator/Supervisor, administer the job/work experience program for students who meet program criteria; serve as a liaison with community leaders and businesses; coordinate student placements and follow up; provide information and direction to students, parents, teachers, and administrators about career and educational services available to eligible students; develop and monitor program funding; promote programs with students, staff, and parents.

ESSENTIAL FUNCTIONS:

- Administer the Workability Program in order to provide work experience and training towards permanent job placement of eligible students in accordance with budget and program guidelines.
- Attend senior exit Individual Educational Plan (IEP) meetings at the request of teacher, parent, counselor, or administration and provide transition information and services.
- Attend workshops and meetings including community organization, State agencies, and District in-service; collect and provide information that builds resources and expands program capabilities.
- Collaborate with other public agencies including State Department of Rehabilitation, Regional Centers, local colleges, and others in order to ensure the success of the students in the program, and provide a smooth transition following graduation.
- Coordinate a variety of activities and programs such as job services, classroom presentations, student placement, to promote program and placement opportunities.
- Evaluate students and employers and ensure program success by matching job requirements to student skills and abilities.
- Serve as a liaison with employers, community leaders, and organizations to build resources and expand program opportunities for eligible students.
- Monitor program activities in relation to funding mandates and legal restrictions in order to meet District, State, and Federal requirements.
- Oversee job placements in order to monitor appropriateness of student placements, expand placement opportunities, and ensure the success of the program.
- Oversee the collection of follow-up data in order to comply with financial, legal, and administrative requirements.
- Prepare a wide variety of reports and other written materials including program mandated and funding reports, brochures, mailers, letters of recommendation, grant requests, student evaluations, and others as assigned to communicate information and comply with program requirements.
- Prepare and submit budget and grant requests to the District or State Department of Education in order to find alternate funding sources.
- Process job requests, requests for employment, employer evaluations, and other items to meet

- District, State, and Federal program requirements.
- Drive a vehicle to conduct work as assigned by the position.

OTHER JOB-RELATED DUTIES:

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

REQUIRED QUALIFICATIONS:

Knowledge of:

- California State Council on Developmental Disabilities, Employment First Policy, and other related policies relating to individuals with disabilities.
- Applicable Regional Center East Bay Services.
- Developmental disabilities and special education.
- Policies and objectives of assigned program and activities.
- HIPAA and Lanterman Developmental Disabilities Services Act.
- Programs for individuals with disabilities.
- Codes, regulations, and laws related to the job functions.
- Concepts of general accounting and assessment methods.
- Basic public relations techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.

Ability to:

- Perform various duties in the coordination and administration of the Workability programs.
- Serve as a liaison between students, employers and outside agencies regarding employment services, opportunities and placement.
- Identify and evaluate student interests, needs and abilities.
- Research and locate employment opportunities for program participants.
- Refer students to potential employers according to needs, interests and abilities.
- Monitor and assess student progress.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Analyze issues and create action plans.
- Maintain confidentiality.
- Operate a variety of job-related equipment including computer and assigned software.
- Organize and prioritize work to meet deadlines, timelines and schedules.
- 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: Bachelor's degree from an accredited college or university in job related area preferred.

Experience: Job-related experience with increasing levels of responsibility.

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

- Valid driver's license.

DESIRABLE QUALIFICATIONS:

- A background working with developmental disabilities or special education.

WORKING CONDITIONS:

Environment: Indoor/Outdoor/Office work environment. The job is 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.

- Some lifting, carrying, pushing, and/or pulling.
- Significant fine finger dexterity.
- Generally, the job requires 70% sitting, 20% walking, and 10% standing.

Hazards:

- N/A

OTHER:

Required Testing:

- Pre-employment Test.

Clearances:

- State Mandated Training
- 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.