

Classified Personnel Job Description

POSITION TITLE: Employment Specialist

JOB DUTIES AND RESPONSIBILITIES:

1. Attends all required meetings and trainings.
2. Understands that the goal of the program is for students to gain the skills needed for employment in an integrated setting with competitive pay before graduation.
3. Is required to work with students with mild to moderate and severe disabilities.
4. Works with students, family members, classroom teachers, businesses, and others to identify potential career interests, preferences and various individualized job possibilities available in the community.
5. Exhibits a working knowledge of and experience with technical and computer applications including word processing, data processing, desktop publishing and electronic mail.
6. Prepares site related documents including site file folders, site file updates, and insurance information.
7. Coordinates student Vocational Assessment to identify student competencies, interests, relevant vocations (including kinds of work previously unconsidered) and learning about the impact of students' disabilities and related support needs in the community.
8. Completes written Vocational Assessment, and assists with development of students' Individualized Plan for Employment (IPE) through OVR.
9. Assists Admission and Release Committees (ARCs) or teachers with the development of students' Individual Education Program (IEP).
10. Works with employers and students to develop personalized jobs.
11. Provides consultations for business personnel related to specific instruction and support needs of individual students, promoting instruction by those who typically provide training, and supplementing employer training as needed.
12. Provides follow-up services to promote job stability and advancements and continuing success of students.
13. Maintains necessary records for the local school system and the Office of Vocational Rehabilitation. Keeps current and complete information regarding each student participating in the program.
14. Submits all meeting notes, monthly reports and Billing Statements timely for appropriate services and reimbursements.
15. Completes year-end program data report and submits to HDI.
16. Coordinates and/or provides transportation according to district policies and procedures.
17. Works collaboratively with HDI, OVR and KDE to create a unique program to address each student's expressed vocational strengths and interests.
18. Uses public relations principles and a broad base of educational expertise to maintain a positive, effective, and efficient district-wide CWTP image with the community, the school board, the high school, and district administration.
19. Markets the CWTP to the community, parents and students, schools, and professional organizations. Responds to Community and school personnel inquiries about CWTP goals and functions.

EMPLOYMENT: \$13.25 x 7 hours x 190 days

SALARY: Commensurate with Ashland Independent Schools Classified Salary Schedule.

Created 8/16/19