

Laguna Beach Unified School District

Job Description: Workability I/TPP (Transition Partnership Program) Employment Specialist

BASIC FUNCTION:

Under the general supervision of the Director of Special Education and direction of the site administrator and Transition Services Coordinator, perform a variety of tasks facilitating special education students' transition from high school to beyond.

ESSENTIAL DUTIES:

- Assist students with vocational assessment including Individual Transition Plan (ITP) development and implementation to include career counseling and guidance
- Attend Individual Education Plan (IEP) meetings as requested for students eligible for an ITP
- Collaborate with the case carrier in the development of the ITP as requested
- Assist students with research on future career options in areas of interest
- Provide training in pre-employment skills including but not limited to: goal setting, understanding behaviors needed in the work setting, job searching, resume writing, completing job application, interview techniques, etc.
- Coordinate student field trips for career exploration which may include visits, meetings, presentations and any other activity
- Organize job availabilities including information related to qualifications and placement details; disseminate information to certificated staff; develop a calendar of seasonal hiring dates and special programs
- Participate in identifying and developing prospective work sites for work experience and/or internships; conduct job searches for individual students; communicate with potential employers and explain the focus of the work program and individual students needs
- Monitor the performance of students at the work site and in the classroom; provide specific job training and work site job coaching; report behaviors and performance to certificated staff and parents as appropriate; participate in evaluations with employers and employees
- Assist students with the completion of TPP/WA I paperwork for services to include, but not limited to, hiring packets and time sheets
- Perform job placement, follow-up activities with students and employers as assigned
- Prepare and maintain student records, case notes, and observations; prepare assigned reports
- Assist students with matriculation process scholarships, FAFSA and DSPS applications

OTHER REPRESENTATIVE DUTIES:

- Perform other related duties as assigned
- Assist with the coordination of a variety of activities which may include annual job fair, senior interviews, and potential field trips to promote college and career exploration
- Maintain knowledge of community resources available to students/families
- Assists with paperwork requirements for both TPP and Workability programs

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Student behavior and characteristics
- Behavior management strategies
- Work experience program goals
- Job development, job coaching, and placement techniques
- Characteristics and developmental stages of secondary age students
- Instructional strategies utilized with Special Education students
- Appropriate English usage, punctuation, spelling, and grammar
- Basic arithmetical concepts
- Routine record storage, retrieval, and management procedures
- Local community
- Labor laws and workplace safety rights

Ability to:

- Communicate clearly with students, parents, employers and the public
- Understand and carry out oral and written directions
- Demonstrate an empathetic, patient, receptive attitude with students who have disabilities
- Maintain a positive relationship with employers, coworkers, students and parents
- Relate to business owners/managers to develop new jobs within the community
- Learn and utilize a variety of instructional materials, methods and procedures in instructional settings
- Instruct students in work skills and behavior
- Conduct a task analysis
- Work directly with special needs individuals in training or employment settings
- Perform routine clerical tasks
- Drive a motor vehicle
- Learn the requirements of writing a defensible ITP consistent with Special Education laws

MINIMUM QUALIFICATIONS:

EXPERIENCE:

Paid or volunteer experience working with high school students preferred

Paid or volunteer experience working with disabled students preferred

EDUCATION:

Equivalent to the completion of the twelfth grade

Related college coursework desirable

Personal Qualities:

- Independent worker
- Maturity and good judgment
- Personal appearance, which establishes a desirable example for students
- Willingness to assume a wide range of responsibilities
- Willingness to learn new skills
- Willingness to continuously improve
- Pleasant interpersonal skills
- Good organizational skills
- Commitment to professional courtesy and responsibility

WORKING CONDITIONS:**Environment:**

- Indoor office and/or classroom environment
- Moderate noise level
- Frequent interruptions

Physical Requirements:

- Ability to stand or sit for extended periods of time
- Ability to frequently sit, reach, grasp, stoop, bend, push, pull, kneel, squat, and twist to store or retrieve materials
- Ability to see for purposes of reading instructions, labels, and other printed matter and for the safe operation of equipment
- Ability to hear and understand speech at normal levels in person and on the telephone
- Ability to communicate so others will be able to clearly understand a normal conversation in person and on the telephone
- Ability to operate computer, and other office equipment with dexterity and in a safe and efficient manner
- Ability to frequently lift and/or move up to 15 pounds, occasionally move or lift up to 25 pounds, and occasionally move or lift up to 50 pounds with assistance

Operation of Vehicles, Machinery and Equipment Requirements:

- Ability to travel to a variety of locations within a reasonable time frame
- Must be able to operate office, multimedia, and computer equipment

Mental and Emotional Requirements:

- Ability to understand and follow oral and written directions
- Ability to work independently with little direction
- Ability to concentrate to meet numerous deadlines
- Ability to establish and maintain effective working relationships with others
- Ability to make independent decisions to respond to numerous requests, deadlines, and to prioritize assignments
- Ability to exchange information

- Ability to monitor student activities
- Ability to learn the procedures, functions, and limitations of assigned duties

SPECIAL REQUIREMENTS:

Applicants must successfully pass the skill test administered by the District, and speak, read, and write in English.