

## SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

|                |   |         |
|----------------|---|---------|
| 7/09           | <b>SPECIAL PROGRAMS EMPLOYMENT SPECIALIST</b> | 2.12.21 |
| Effective Date | Job Title                                     | Index   |

### **PURPOSE**

To improve student achievement by assisting a licensed teacher in identifying, planning and implementing educational/employability services for identified students including those on IEP, 504, modified diploma and at-risk programs.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from an assigned supervisor. . Methods of performing tasks are the responsibility of the employee and are to be performed within the established policies. Work is reviewed only periodically to assure compliance to standards and measured results.

### **ESSENTIAL FUNCTIONS OF THE JOB - May include, but are not limited to, the following:**

Providing activities to meet the goals for identified students including completion of an interest inventory, learning objectives, work plan and timelines.

Coordinating activities between the school, business community and community resources by developing and arranging field trips with local services agencies and business partners and arranges for transport of students to activities.

Providing current information and advice about employment issues, trends, local resources and labor laws.

Developing contacts with area businesses and government agencies; recruiting business and government participation.

Assisting students in establishing an employment portfolio.

Participating in vocational meetings bi-monthly to share information, employment issues, public relations activities, networking and coordination and implementation of employment training opportunities.

Assessing student skill level, needs and progress of learning objectives through observation and training; monitors and documents student progress on the job.

Placing students in work experience and job shadowing sites.

Providing mobility training to students.

Preparing and maintains documentation.

Compiling, organizing and submitting scholarship information on students' behalf.

Reviewing performance evaluations with students.

Establishing and facilitating "Job Club" support groups for students.

Maintaining regular and consistent attendance and punctuality.

Performing other duties consistent with job description and assignment.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

Principles and practices of organization, coordination, problem solving, group process, needs assessment and evaluation.

Job development techniques and vocational programs

Techniques and methods of student supervision and management in settings involving students with moderate to severe learning, physical and emotional disabilities, and social/behavior problems.

Adaptations and modifications of work settings.

Educational programs, community resources and government agencies resources.

Individual Education Plan and Individual Transition Plan procedures and practices.

Laws and rules governing the rights of special education students that include: state and federal labor laws, reasonable accommodation available through the Americans with Disabilities Act (ADA), specific guidelines required by OSHA, SSI and SSDI.

### **Ability to:**

Work independently and as a team member with limited supervision.

Develop contacts and opportunities, encourage and promote partnerships between business, agencies and the schools.

Develop and implement plans/procedures for employment adaptations and modifications as situations require.

Work effectively with high school age students with special needs, in large and small groups as well as one-on-one training.

Establish and maintain effective working relationships with school staff, parents, students, business agencies and community contacts.

Communicate clearly and concisely, both orally and in writing.

Create and maintain accurate records system for documentation regarding employment training and transition issues.

Troubleshoot emergency situations that arise when students are training in the community.

**Experience and Training**

Any combination of experience and training that would provide the required knowledge and abilities is appropriate. A representative way to obtain the required knowledge and abilities would be:

**Experience:**

Two years of experience in positions involving organizing activities or programs; job development work with teenage populations/secondary students; or coordinating school, business or community activities, preferably involving students who have some form of learning, physical or emotional disability or special social/behavior needs.

**Training:**

Equivalent to an associate degree in community services, business or a related field from an accredited college or university OR college level coursework, emphasizing vocational training, special education or behavior management.

**License:**

Possession of or ability to obtain, a valid Oregon Driver's License.

**Work Environment**

Climate controlled office or classroom settings with temperatures ranging from mild to moderate cold/heat. Exposure noise levels from moderate to loud and occasional to frequent time periods. Driving to a variety of locations for meetings and work experiences.

**Physical Requirements**

Frequent reaching, handling, fingering, talking and hearing. Mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and maintain concentration for an extended period. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near acuity; occasional far acuity. Vision to read printed materials, computer screens and/or other monitoring devices.

Strength: Sedentary/Medium – Exert force to 10-25 lbs. frequently, and up to 10 lbs. constantly or a negligible amount of force frequently to lift, carry, push, pull or move objects.

Salem-Keizer School District is an equal opportunity employer.

Position: Special Programs Employment Specialist

I am willing and able to perform the duties of this job:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name : \_\_\_\_\_