

SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION

JOB TITLE: JOB PLACEMENT SPECIALIST

REPORTS TO: SELPA Program Specialist
SUPERVISES: No Supervisory Responsibilities

DEFINITION:

Assess and recruit eligible students for WorkAbility program. Assist students with developing pre-employment and vocational skills. Serve as a liaison between the San Luis Obispo County SELPA, local districts, students, families, employers, and outside agencies regarding employment services, job opportunities and placement. Develop employment opportunities within the community. Assist students with obtaining and retaining employment. Monitor and evaluate student work performance.

QUALIFICATIONS:

Required:

1. High school diploma or equivalent.
2. Three years experience working with individuals in a vocational or instructional environment.
3. Valid California driver's license.
4. First Aid and CPR Certification (provided by SLOCOE) must be obtained within 130 days of employment.
5. Federal Bureau of Investigation and the California Department of Justice fingerprint clearance as required by California Education Code.

KNOWLEDGE AND ABILITY:

1. Knowledge of principles, practices and procedures of vocational education and placement programs.
2. Knowledge of interviewing and advisement techniques.
3. Knowledge of students with special needs.
4. Knowledge of diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of students.
5. Knowledge of record-keeping and report preparation techniques.
6. Knowledge of basic public relations techniques.
7. Ability to assist students with developing vocational and job searching skills.
8. Ability to identify and evaluate student interests, needs and abilities.
9. Ability to monitor and assess student progress.
10. Ability to operate standard office equipment including a computer and software.
11. Ability to maintain records and prepare reports.
12. Ability to compile, prepare, duplicate and distribute required employment documents.
13. Ability to communicate effectively both verbally and in writing.
14. Ability to demonstrate interpersonal skills using tact, patience and courtesy.
15. Ability to maintain regular and reliable attendance.
16. Ability to work independently, prioritize and manage multiple tasks and effectively apply time management skills.
17. Ability to establish and maintain positive and effective working relationships with diverse populations.
18. Ability to understand and carry out assignments in a neat, orderly, accurate, and timely fashion following verbal or written instructions with minimal supervision.
19. Ability to exercise sound judgments and decisions and to evaluate the results of those judgments and decisions.
20. Ability to deal with problems or issues involving several variables in non-standardized situations.
21. Ability to work a flexible schedule with varied hours if needed.

ESSENTIAL FUNCTIONS:

1. Recruit eligible students for the WorkAbility program. Visit school sites and confer with special education teachers and counselors to assess and identify potential student candidates.
2. Interview and assess students to identify needs, interests, learning styles, and abilities. Determine work-

readiness and appropriate vocational goals and placement. Assist students in establishing and pursuing goals and completing employment forms and applications. Assist students with collecting information related to job openings, and developing resumes and interview skills. Conduct mock interviews. Confer with students regarding employment opportunities, work ethics, forms, applications and vocational skill development. Schedule and accompany students on job interviews.

3. Assist students with developing vocational skills. Perform job coaching, if needed, to provide basic understanding of potential job tasks.
4. Develop subsidized/unsubsidized job placements within the community, and maintain current job listings. Counsel students on career and job options.
5. Serve as a liaison between the Special Education Local Plan Area (SELPA), local districts, County Office, students, parents, employers, teachers, counselors, and outside agencies regarding employment services, employment opportunities and placement. Respond to inquiries and provide information concerning employment activities, policies, procedures and objectives. Establish and maintain contact with employers in the promotion of services and enhancement of employment opportunities.
6. Assist students with arranging transportation to and from job sites. Monitor and assess student progress at work sites. Conduct follow-up evaluations and post employment services with employers and students in accordance with established timelines and procedures. Confer with employers, local districts, and SELPA staff concerning student performance and progress. Advise employers concerning student disabilities if accommodations or job modifications are needed.
7. Assist in coordinating student work and school schedules.
8. Conduct follow-along surveys on students who have exited the program to determine success rates of students transitioning from school to work, independent living, and post-secondary education or training. Report responses to WorkAbility database for tracking purposes.
9. Compile, prepare, duplicate and distribute payroll information and other employment documents. Ensure student employment activities comply with established labor laws, rules and regulations.
10. Prepare and maintain records, reports and files related to student progress and status, employers, mileage and assigned activities.
11. Operate office equipment including a copier, fax machine, computer and software.
12. Travel, using personal car with mileage reimbursement, to various school and job sites.
13. Other duties as required within the scope and skill level of the job classification.

ENVIRONMENT:

1. Indoor and outdoor work environment.
2. Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

1. Dexterity of hands and fingers to operate a computer keyboard.
2. Hearing and speaking to exchange information.
3. Seeing to read a variety of materials.
4. Walking, sitting or standing for extended periods of time.
5. Physical agility to lift 25 pounds to shoulder height and 50 pounds to waist height. Kneeling or crouching to assist students and carrying, pushing or pulling heavy objects.
6. Two person lift if over 50 pounds and/or the physical agility to manipulate and move a handicapped child weighing 80 pounds; to position a student who may weigh 150 pounds or more, and to manipulate wheelchairs and orthopedic devices.

HAZARDS:

1. Potential for contact with blood and other body fluids, which may contain blood borne pathogens and communicable infectious diseases.
2. Contact with dissatisfied or abusive individuals.

Grade Allocation: 18
Adopted: 7/1/04
Revised:7/22/09, 6/30/21