

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: EMPLOYMENT PLACEMENT SPECIALIST

BASIC FUNCTION:

Under the direction of the Program Specialist, provide individualized job development, placement assistance, short-term job coaching, and follow-along and follow-up services to identified Transition Partnership Program (TPP) students with special needs.

ESSENTIAL FUNCTIONS:

Provide individualized job development, placement assistance, short-term job coaching, and follow-along and follow-up services to identified TPP program students with special needs.

Establish relationships with employers to develop job opportunities for identified students with special needs in accordance with established eligibility requirements from the Department of Rehabilitation.

Prepare and conduct specific job task analyses to facilitate student and employment matches; determine appropriateness of employer locations and job duties.

Develop and implement specific skills training plans at various community work sites; participate in monthly meetings; participate in student and employer orientations.

Provide short-term job coaching, follow-along and follow-up services to facilitate student success in employment placements; drive a vehicle to conduct job site and follow-up visits.

Conduct periodic evaluations of student performance in job training settings; provide pre-employment job training, job seeing and job maintenance skill instruction for students.

Communicate with administrators, students and adult services agencies such as the Department of Rehabilitation and Alta California Regional Center to exchange information, coordinate activities and provide a continuum of training and support services for student transitioning from school to adult life.

Prepare and maintain accurate and timely records and reports related to assigned students and activities.

Operate a variety of office equipment including a computer and assigned software.

Answer telephones and provide information and assistance to callers; assist students filling out forms, applications and employment paperwork.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Local business and industry.
- Applicable laws, codes, rules and regulations.
- General business practices.
- Effective job development techniques.
- Basic public relations techniques.
- Oral and written communication skills.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Operate a variety of office equipment including a computer and assigned software.

ABILITY TO:

- Provide individualized job development, placement assistance, short-term job coaching, and follow-along and follow-up services.
- Establish relationships with employers to develop job opportunities for identified students.
- Communicate effectively with students, parents, staff, outside agencies and administrators.
- Interpret, apply and explain applicable laws, codes, rules, regulations, policies and procedures.
- Maintain records, logs and files.
- Compile, assemble, verify and prepare data for records and reports.
- Determine appropriate action within clearly defined guidelines.
- Work independently with little direction.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and time lines.
- Plan and organize work.
- Operate a variety of office equipment including a computer and assigned software.
- Maintain consistent, punctual and regular attendance.
- Move hands and fingers to operate a computer keyboard.
- Hear and speak to exchange information in person and on the telephone.
- Sit or stand for extended periods of time.
- See to read a variety of materials.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: graduation from high school and two years of experience working with students with special needs and some experience involving job development, placement and follow-up procedures.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.
Personal transportation for job-related travel.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
May be required to drive as needed.