

Sonoma County Office of Education – Job Description

Classified

EMPLOYMENT SPECIALIST

Definition:

To educate students with disabilities about career pathways through job exploration and provide instruction in the area of work readiness and work based learning experiences in accordance with the Transition Partnership Program.

Distinguishing Characteristics:

Incumbent works with a great deal of autonomy. Demonstrates good judgment and initiative. Works to assist students in vocational exploration. Contact with others primarily includes students, Sonoma County Office of Education and school district staff, representatives of educational institutions (e.g. SRJC, SSU, trade schools), Department of Rehabilitation and North Bay Regional Center staff and employers.

Supervision Exercised and Received:

General supervision is provided by a Sonoma County Office of Education Principal, or designee Teacher.

Example of Duties and Responsibilities:

Duties and Responsibilities may include, but are not limited to, the following:

- Educate school site staff about TPP program.
- Work with site staff to identify potentially appropriate students for the TPP program.
- Promote student awareness of program by meeting with student(s) to describe TPP program and related services.
- Work with student(s) to initiate program enrollment process.
- Coordinate enrollment with Department of Rehabilitation staff.
- Teach occupational social skills needed for successful employment (e.g. communication style, attitude, problem solving, decision making, conflict resolution, etc.).
- Teach resume development, application preparation and interviewing techniques.
- Teach appropriate work behaviors (e.g. grooming/hygiene, use of cell phone, social media and professionalism, maintaining healthy lifestyle, time management, relationships with coworkers, community safety).
- Teach route planning and transit training.
- Teach budgeting and money management.
- Connect student(s) to paid/unpaid work experience.
- Schedule and facilitate introductory meetings/interviews between student and potential employer.

- Manage student time cards and payroll within required timelines.
- Collect feedback on student performance from paid/unpaid work experience supervisor.
- Document and evaluate student's successes and challenges in the work experience.
- Take data to address student progress towards goals.
- Identify areas of individual student need as related to the work experience and provide instruction to address area(s) of need.
- Coordinate workplace tours and/or job shadowing opportunities.
- Assist students in exploration of career and post-secondary education options.
- Teach students about post-secondary educational resources and disability support services.
- Teach students skills to apply/enroll in post-secondary educational options.
- Teach students about financial aid options for educational entities.
- Identify technology needs and related resources and teach students about these resources.
- Provide information regarding fairs and/or tours of colleges and/or other vocational training options.
- Work directly and collaboratively with Department of Rehabilitation staff.
- Complete comprehensive case notes and/or reports daily, monthly and annually documenting services provided and student progress towards goals.
- Performs related duties as required to accomplish the objectives of the position.

Employment Standards:

Knowledge of:

- Operating characteristics of common office equipment, including personal computers and office productivity software, copiers, facsimile machines, etc.
- Department of Labor rules and regulations.
- Proper English, grammar, spelling and punctuation, sufficient to prepare routine correspondence and documentation.
- Special Education Programs.
- Policies and procedures for Work Experience and Transition Partnership Programs.
- Math skills sufficient to compute sums, quotients, fractions, percents and ratios.
- Sufficient communication skills to greet and work cooperatively with students, co-workers, community partners and convey a positive, service-oriented image of the department.
- Post-secondary education and training options.
- Safe work practices.

Ability to:

- Respond promptly to requests of internal and external clients, provide them with needed information, assistance, training, materials and resources.
- Communicate effectively in both oral and written forms; use standard English.
- Establish and maintain cooperative working relationships with those contacted during performance of job duties.

- Develop rapport with students, being fair, consistent and respectful.
- Use computer skills to operate standard office computer terminal, printers and software such as a spreadsheet, word processing, email, search engines, calendar software, student database software and other programs in order to use these tools to maintain records and prepare general and specialized reports and correspondence.
- Perform competently and demonstrate skill and knowledge in the area of responsibility.
- Take appropriate action in emergency situations; follow procedures in a calm, responsible manner.
- Maintain confidential and sensitive information.
- Maintain an orderly work environment and perform tasks in a prescribed and safe manner.
- Plan, organize and prioritize own work to meet deadlines and accomplish assigned tasks within established timelines including maintaining accurate records and files.
- Administer basic First-Aid and CPR.
- Maintain and improve professional skills and knowledge in the areas of job coaching and job development.
- Be flexible and receptive to change.
- Understand and apply principles, techniques and procedures required for effective job performance.
- Maintain a positive attitude towards students, co-workers and community partners.

Computer Skills:

- Basic Word Processing skills, such as the ability to create, edit, spell check, save and print a new or existing document and simple character and paragraph formatting.
- Basic database skills, such as the ability to open and print data from an existing database; input numeric and text data and save; create a simple database and modify an existing database; create and define text, number and date fields.
- Basic spreadsheet skills, including the ability to perform simple data entry.
- Basic email skills, such as the ability to compose, send and open files.
- Internet usage, including the ability to access and navigate current web browsers to view web pages, navigate the County Office of Education's home page, use search engines, etc. to complete assigned duties; and use appropriate and professional conduct.

Education and Experience:

Any combination of education and experience that would provide the knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

- Formal or informal education or training which ensures the ability to read and write at the level necessary for successful job performance.

Experience:

- Previous work experience in vocational training and exploration of jobs.
- Previous work experience in types of occupations in entry-level work which students typically obtain.

Physical Abilities:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- The position requires ordinary ambulatory ability to retrieve work materials, intermittent walking and standing
- Requires visual acuity sufficient to recognize people, words and numbers.
- Requires hand-eye-arm and finger dexterity to use a personal computer keyboard, ten-key and other common office equipment.
- Requires speaking and hearing ability sufficient to hear over phone and carry on routine conversations.
- Some positions may require occasional lifting of 30 lbs. without assistance.
- Must have normal vision (20/20), corrected or uncorrected.

Other Requirements:

- Must be fingerprinted and a satisfactory Department of Justice records check must be received by the County Office of Education, prior to employment.
- TB testing will be required upon employment.
- Must pass a pre-employment physical (if applicable).
- May be required to obtain first aid and CPR certificates within the first 6-12 months of employment.
- May be required to drive with or without students; some positions may require a current California driver's license, proof of insurance and possible participation in the DMV Pull Notice Program once employed.

Other:

- Revised: May 21, 2018
- FLSA Status: Non-Exempt
- Bargaining Unit: SEIU
- Approved by: Personnel Commission