

JOB DESCRIPTION FOR: Employment Specialist for Special Education

REPORTS TO: Special Education Program Coordinator

QUALIFICATIONS: As established by the Board of Education

GENERAL RESPONSIBILITIES:

To assist Vocational Rehabilitation eligible and potentially eligible students who have identified work as a possible desired post-school outcome and have demonstrated a need for assistance to transition from high school to post-school activities, including employment.

DUTIES:

1. Provide pre-employment transition services in groups as well as individually (job exploration and counseling, work-based learning experiences, post-secondary counseling, workplace readiness training in the areas of social skills and independent living, and self-advocacy instruction), and
2. Provide transition services, individually only (transition planning, career assessment, job development, community job placement, and post-school follow-up services).
3. Contact local employers regarding placement of students with a disability for supported, non-paid vocational training
4. Provide on the job training to students with a disability.
5. Complete written on the job assessments of student performance including a task analysis of the job to be performed, completion of a discrepancy analysis of student skills already present and those to be developed to allow for successful job performance, statement of job modifications and/or adaptations which could facilitate successful job completion.
6. Compile assessment information into a synthesized vocation evaluation.
7. Transport students to and from job sites.
6. Attend training sessions as scheduled by the program coordinator.
8. Do monthly notes that are turned in for billable services every month
9. Follow up with students who have a job during the summer 2 x's per month (June-July).
10. Other duties as assigned by the program coordinator.

APPROVED BY: ELIZABETHTOWN BOARD OF EDUCATION

August 21, 1989

REVIEWED AND RE-ADOPTED:

ELIZABETHTOWN INDEPENDENT SCHOOLS

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