**NELSON COUNTY SCHOOLS**

**Job Description**

**CLASS TITLE: EMPLOYMENT TRAINING SPECIALIST**

**BASIC FUNCTION:**

Coordinate and implement job development and placement programs; assist special education certified staff in the development of job plans related to assessment and training opportunities for individual special education students; consult area businesses for placement possibilities; provide extended assessments, job evaluations, training and placement for special education students in preparation for post-graduate employment.

**REPRESENTATIVE DUTIES:**

Coordinate and implement job development and placement programs; assist individual special education students in developing job related skills through assessment and training opportunities; consult area businesses for placement possibilities.

Consult area employers for job development work sites.

Analyze skills needed to complete job responsibilities; assist instructors in teaching these skills to students.

Facilitate vocational assessment process for students.

Consult with special education case managers to develop individual student employment plans with individual students.

Implement Individual Educational Programs (IEP), Individual Student Transition/Learning Plans (ILP), and Individual Behavior Intervention Plans (BIP)

Collect data from the implementation of the IEP, ILP, and BIP and share with the special education case manager.

Provide on-going contact with student from placement through retention component.

Provide small group training in social and employability skills necessary for retaining employment and consideration for advancement.

Complete necessary reports and submit to appropriate supervisor on time.

Assist Admissions and Release Committee (ARC) in coordinating services to participants.

Perform related duties as assigned by Superintendent and Director of Special Education.

**KNOWLEDGE AND ABILITES:**

KNOWLEDGE OF:

Applicable State and Federal Laws and requirements.

Principles and techniques of vocational training and employee selection.

Sources and methods of labor market research, data analysis and job search technique

Oral and written communication skills

Laws, rules and regulations related to assigned activities.

Technical aspects of field specialty.

ABILITY TO:

Promote and develop private and public employment opportunities for students and graduates.

Encourage and recruit prospective employers

Communicate effectively both orally and in writing

Establish and maintain cooperative and effective working relationships with others.

Compile and verify data and prepare reports

Prioritize and schedule work

Maintain current knowledge of programs rules, regulations, requirements and restrictions

Work independently with little direction

**EDUCATION AND EXPERIENCE**:

Any combination equivalent to: bachelor’s degree in public administration, business administration, personnel, education, vocational rehabilitation or closely related field and two years of increasingly responsible experience in job placements, employment development, personnel administration, business administration or related field.

**LICENSES AND OTHER REQUIREMENTS**

Valid Kentucky Drivers License