



COVINA-VALLEY

UNIFIED SCHOOL DISTRICT

September 2021

Personnel Commission Approval: September 28, 2021

Board Approval: September 20, 2021

Workability Job Specialist

Definition

Under the direction of the Director of Special Education, the Workability Job Specialist is responsible for implementing portions of the Workability program with secondary students; perform a variety of tasks facilitating students' transition from high school to career; perform related work as required.

Essential Duties and Responsibilities

- Interviews and surveys students to determine employment interests and career opportunities;
- Provide training in pre-employment skills including but not limited to: goal setting, understanding behaviors needed in the work setting, job searching, resume writing, completing job applications, interview techniques, etc.;
- Assist students with research on future career options in areas of interest;
- Monitor the performance of students at the worksite and in the classroom; provide specific job training and worksite job coaching; report behaviors and performance to certificated staff and parents as appropriate;
- Participate in evaluations with employers and employees;
- Assists students to develop career-oriented skills (writing resumes, completing applications, etc.);
- Work with students to improve job performance and gain necessary job skills or reviews other employment options;
- Counsel students in desirable work ethics;
- Prepare and maintain student records, case notes, and observations; prepare assigned reports;
- Assist students with matriculation process;
- Communicate with teachers, parents, and community personnel as needed;
- Participate in IEP's and/or meetings with students, parents, teachers, and other support service providers as required or requested;
- Perform other related duties as assigned.

Required Qualifications

- Valid California Driver's License;
- The equivalent of graduation from high school and either completion of at least two years of study (48 semester units or 60 quarter units) at an institution of higher education or attainment of an Associate of Arts degree or higher or three years of work experience in a classroom setting;
- Related college coursework is desirable.

Preferred Qualifications

- Bilingual, Spanish speaking preferred

Training and Experience

- Three (3) years of successful experience in job development or job coaching;
- Working with students with a variety of disabilities;
- Awareness of current practices in transition and Workability.

Knowledge of

- General academic and behavior needs of students in special instructional programs;
- Behavior management strategies of students;
- Work experience programs;
- Job development, job coaching, and placement techniques;
- Characteristics and developmental stages of secondary age students;
- Instructional strategies utilized with Special Education students.

Ability to

- Perform routine clerical tasks;
- Establish work priorities and timelines;
- Demonstrate an empathetic, patient, receptive attitude with students who have disabilities;
- Operate a variety of office equipment, including computers;
- Understand and carry out oral and written directions;
- Participate in in-service education, conferences, or formal classes related to the assignment;
- Instruct students in work skills and behavior;
- Demonstrate appropriate reading, writing, and language proficiency;
- Communicate clearly with students, parents, employers, and the public;
- Maintain cooperative, effective relationships with students, parents, coworkers, employers, and the local community.

Physical Requirements

Employees must be physically able to perform essential duties of a position with or without reasonable accommodation and without hazard to themselves or others.

This position will be paid on the appropriate step of the Classified salary schedule:

- Range 145
- 12 months