



For the future of every student

## **CLASS TITLE: JOB PLACEMENT SPECIALIST**

### **BASIC FUNCTION:**

Under the direction of the assigned Executive Director of Special Education, performs a variety of specialized duties involved in assisting special education students in developing vocational plans and securing appropriate jobs in the community; monitors, evaluates and provides technical assistance in developing student vocational and job searching skills to facilitate and enhance school-to-career transition. Consults with the Executive Director of Special Education on matters related to the operational execution of the Transitional Partnership Program and Workability (TPP program).

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

Assists the Executive Director of Special Education with the evaluation of the overall TPP program. Leads and monitors the Employment Training Assistant Team, and proactively provides technical support and practical guidance using multiple methods of support.

Assists in coordinating TPP staff, projects and communications to meet program needs; assists with developing and implementing projects and daily activities; confers with staff, teachers, administrators and outside agencies regarding student and program needs, priorities, issues, problems and projects.

Trains and provides work direction and guidance to assigned personnel; assigns employee duties and reviews completed work and work in progress for accuracy, completeness and compliance with established standards and procedures.

Research employment opportunities for students; initiate, develop and maintain an employer base for student placement; establish and maintain contact and partnerships with employers to facilitate and enhance employment opportunities; contact employers to secure appropriate on-the-job training positions; explain program services and assess employment needs.

Evaluate jobs at work sites by observing workers and conferring with supervisors; assess skills and duties required for various employment opportunities and assure student referrals are aligned with requirements; work with employers to adapt jobs to meet student capabilities; provide employers with strategies for modifying job tasks to meet student needs.

Serve as a liaison between students, employers, schools, families, outside agencies and the community regarding vocational and employment services, opportunities and placement; respond to inquiries and provide information concerning related practices, processes, needs, activities, policies, procedures and objectives; meet and confer with staff concerning programs and student progress.

Assist students with developing individualized vocational plans; meet and confer with students; evaluate student needs, interests and abilities to determine appropriate vocational and career plans, goals and placement; assist students in establishing and pursuing goals; monitor, evaluate and adjust vocational plans and employment placement objectives in response to student needs and progress.

Assist students with completing various employment and educational packets and/or applications; assist

students with collecting information related to job openings, and developing resumes and interview skills; secure student job sites and refer students to and place student in appropriate training programs and employment opportunities according to needs, interests and abilities.

Provide technical assistance to students in developing vocational, job searching and job readiness skills; determine if students are work-ready and assist as appropriate; confer with and advise students regarding employment opportunities, work ethics, forms, applications and vocational skill development; assist student with developing resumes and completing job applications and pre-employment paperwork; conduct mock interviews.

Serve as a technical resource to personnel, students, outside agencies and others regarding employment opportunities, vocational skill development and assigned programs and services; respond to inquiries and provide information concerning related standards, requirements, techniques, practices and procedures.

Communicate with District, community and agency representatives regarding implementation of contracts, Memoranda of Understanding (MOU) and/or agreements.

Monitor and evaluate student progress at work sites; conduct follow up and post employment services with employers and students in accordance with established timelines and procedures; assure students are placed with appropriate employers.

Prepare students for employment and transition; develop individual employment plans for special education students; visit job sites to coach and mentor special education students and assist in the development of job skills; develop and implement job retention strategies for students; arrange student transportation to job sites as needed.

Compile information and prepare and maintain various records, reports and files related to students, employers, job opportunities, training programs, placement, progress and assigned activities; maintain and update case notes for assigned students.

Work with students in preparing master job applications and obtaining required personal information; prepare and develop student portfolios as required.

Attend and participate in various meetings, community events and conferences as assigned.

Communicate with District personnel, faculty, local agencies, students, parents and various outside organizations to exchange information and resolve issues or concerns.

Operate a variety of office equipment including a copier, fax machine, computer and assigned software; drive a vehicle to conduct work.

Other duties as assigned that support the overall objective of the position.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

Practices, procedures and techniques involved in providing employment support, placement, development and assessment services.

Interviewing and advisement techniques.

Student guidance principles and practices related to students with special education needs.

Job site procedures and appropriate student conduct.

Training, employment and educational opportunities and resources in the community related to

vocational development for special education students.  
Labor market trends and characteristics.  
Basic instructional methods and techniques.  
Principles, practices and procedures of vocational training programs.  
Interpersonal skills using tact, patience and courtesy.  
Policies and objectives of assigned programs and activities.  
Operation of a computer and assigned software.  
Oral and written communication skills.  
Problems and concerns of students with special needs.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
Record-keeping and report preparation techniques.  
Basic public relations techniques.

**ABILITY TO:**

Perform a variety of specialized duties involved in assisting special education students in developing vocational plans and securing appropriate jobs in the community.  
Monitor, evaluate and provide technical assistance in developing student vocational and job searching skills to facilitate and enhance school-to-career transition.  
Assist students with developing vocational, employability, job searching and problem-solving skills.  
Develop and maintain an employer base for student placement and training.  
Interview and assess students in the identification and evaluation of needs, interests and abilities to determine appropriate vocational goals and objectives.  
Serve as a liaison regarding vocational and employment services, opportunities and placement.  
Research and locate employment opportunities for program participants.  
Refer students to programs, vocational training services, educational institutions, employment opportunities and various other community resources according to needs, interests and abilities.  
Interpret, apply and explain rules, regulations, policies and procedures.  
Monitor, evaluate and follow up on student needs and progress.  
Operate standard office equipment including a computer and assigned software.  
Maintain records and prepare reports.  
Meet schedules and time lines.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.  
Maintain regular and consistent attendance.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above. Typically, this would be gained through: graduation from high school supplemented by college-level course work in psychology, social science, counseling, human resources or related field and three years experience working with vocational, job placement or related services including work with special education students.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor work environment.  
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information.

Seeing to read a variety of materials.

Sitting for extended periods of time.

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*Approved by Personnel Commission:* 09/19/2007

*Revised:* 08/17/2016

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