

SCHOOL DISTRICT OF JACKSON COUNTY

JOB DESCRIPTION

Community Based Employment Specialist

QUALIFICATIONS:

- (1) Bachelor's degree, Associate of Arts degree, or High School Diploma or equivalent with a minimum of three (3) years related experience in working with individuals with developmental disabilities.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to relate to and provide job training to students with disabilities in a positive manner. Demonstrate effective oral and written communication skills. Possess basic English and mathematics skills. Ability to follow written and verbal instructions. Basic knowledge of technology and ability to apply knowledge to assigned areas of responsibilities. Ability to perform clerical tasks. Planning and organizational skills. Ability to work cooperatively with colleagues. Willing to attend training and in-service relevant to responsibilities of assigned area. Must have transportation; willing to transport students to job site; willing to pursue Commercial Driver's License; willing to work flexible hours.

REPORTS TO:

ESE Director and Principal/Assistant Principal at Hope School

JOB GOAL

To provide employment services to participants needing assistance developing appropriate work skills, attitudes, behaviors, and work tolerance to plan for and achieve successful post high school employment.

SUPERVISES:

Students with disabilities.

PERFORMANCE RESPONSIBILITIES

- (1) Assist students and parent(s)/guardian(s) of minors to complete referral/applications for Vocational Rehabilitation (VR) services.
- (2) Provide required documentation for VR Services to Vocational Rehabilitation Local Field Office.
- (3) Ensure that each participant is VR eligible with an Individual Educational Plan (IEP) that has been coordinated with Participants Transition IEP.
- (4) Provide employment services to participant including community based work experience development, placement, and job retention support, such as: contacting employers, building networks, identifying work experience opportunities, worksite consultation to identify barriers to employment, negotiating worksite accommodations.
- (5) Ensure the participant has transportation to worksite; work with school to provide transportation.
- (6) Manage monthly and periodic reporting to Department of Education/Division of Vocational Rehabilitation.
- (7) Maintain participant files in a secure and confidential manner.

Pending Board Approval February 20, 2007

Community Based Employment Specialist (Continued)

PHYSICAL REQUIREMENTS:

Light work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

11 months /221 days /7.5 hours per day

Grant Position*

Approved Unit Compensation plan, pay grade 21-24, 27(Salary Based on education and experience)

***NOTE:** This position is funded through a Third Party Cooperative Agreement for Community Based Work Experiences between Florida Department of Education, Division of Vocational Rehabilitation, and Jackson County School Board. Continuation of the position is contingent upon annual renewal of this federally funded grant by Jackson County School Board.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel, and Third Party Cooperative Agreement for Community Based Work Experiences Grant.

Pending Board Approval February 20, 2007