

## **Classified Job Description**

### **Employment Specialist Job Description**

The Employment Specialist is an employee of the Lewis County School System and works under the direct supervision of the high school principal, high school special education teachers, and the director of special education. Candidates should be self-motivated, flexible and resourceful people, and possess high expectations for the inclusion of students with disabilities within the community workforce. The job also requires strong verbal and written communication skills, knowledge of working with individuals with disabilities, knowledge of the business community, and the ability to adapt to various work environments. The Employment Specialist must attend all required meetings and trainings. Experiences and knowledge in the areas of high school special education, working with businesses, and training individuals with disabilities are preferred.

#### **JOB FUNCTIONS:**

Supervises the district-wide implementation of the CWTP in coordination with the Director of Special Education or Designee, UK Human Development Institute and the Office of Vocational Rehabilitation; coordinates and supervises community sites used for CWTP at the district high school; and serves as a strong and cooperative team member in managing the program. For CWTP Pre-Employment Transition Services, introduces students to various jobs and industry sectors, provides work based learning experiences, offers post-secondary counseling, implements workplace readiness training for social and independent living skills, and provides self-advocacy instruction. For CWTP Transition Services, assists with job attainment, job coaching, placement, assessment, and follow-up services. The ES will assist in securing employment for the students, when possible, in the community or surrounding communities prior to exiting high school.

#### **JOB DUTIES AND RESPONSIBILITIES:**

Facilitates the district-wide implementation of the CWTP program. Gives encouragement, assistance, and direction to teachers, counselors, and administrators to meet individual school, staff, and student needs.

1. Understands that the goal of the program is for each student to have experiences and exposure to competitive work in integrated work settings.
2. Is required to work with students with mild to moderate and severe disabilities.
3. Works with students, family members, classroom teachers, businesses, and others to identify potential career interests, preferences and various individualized job possibilities available in the community.
4. Exhibits a working knowledge of and experience with technical and computer applications including word processing, data processing, desktop publishing and electronic mail.
5. Prepares site related documents including site file folders, site file updates, and insurance information.

6. Coordinates student Vocational Assessment to identify student competencies, interests, relevant vocations (including kinds of work previously unconsidered) and learning about the impact of students' disabilities and related support needs in the community.
7. Completes written Vocational Assessment, and assists with development of students' IPEs (Individualized Plan for Employment – through VR) and students' IEP (Individual Education Plan with teacher).
8. Collaborates with school counselors and special education teachers in discussing the results of the Student Assessment and Education Program Planning—Student Career/Transition and Individual Graduation Plan (SC/T and IGP).
9. Works with employers and students to develop personalized jobs.
10. Provides consultations for business personnel related to specific instruction and support needs of individual students -- promoting instruction by those who typically provide training, and supplementing employer training as needed.
11. Provides follow-up services to promote job stability and advancements and continuing success of students.
12. Maintains necessary records for the local school system and the Office of Vocational Rehabilitation. Keeps current and complete information regarding each student participating in the program. Turns in ALL meeting notes, monthly reports and Billing Statements timely for appropriate services and reimbursements.
13. Completes year-end program data report.
14. Coordinates and/or provides transportation according to district's policies and procedures.
15. Works collaboratively with HDI, VR and KDE to create a unique program to address each student's expressed vocational strengths and interests.
16. Exhibits a broad base of knowledge about experience based education, community based instruction, interdisciplinary studies and school to work transitions as they apply to each individual student placement as it connects to curriculum.
17. Uses public relations principles and a broad base of educational expertise to maintain a positive, effective, and efficient district-wide CWTP image with the community, the school board, the high school, and district administration. Markets the CWTP to the community, parents and students, schools, and professional organizations. Responds to Community and school personnel inquiries about CWTP goals and functions.
18. Maintains regular attendance.