

SCHOOL DISTRICT OF FLAGLER COUNTY JOB DESCRIPTION

ESE Employment Specialist

QUALIFICATIONS

- (1) Associate's Degree Required. Bachelor's Degree preferred in Education, Business or Counseling.
- (2) Minimum of three years experience in providing job placement, job coaching, career counseling or career assessment.
- (3) Valid Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES:

Demonstrated written and oral communication skills. Knowledge of job placement and career training strategies. Ability to demonstrate appropriate use and practical applications of career assessments. Knowledge of Exceptional Student Education programs and services that pertain to Transition services. Ability to work cooperatively and collaboratively with colleagues and follow State and District guidelines. Ability to use the computer for basic tasks.

REPORTS TO:

Director, Exceptional Student Education

JOB GOAL

To provide career assessment, job placement and support services to students with disabilities as part of their Transition Individual Education Plan and related services.

SUPERVISES:

Students with disabilities at job sites.

PERFORMANCE RESPONSIBILITIES:

- *(1) Establish a positive rapport and working relationship with the student, staff, administration and parent.
- *(2) Work closely with Staffing Specialists and School Counselors in the development and implementation of job experiences.
- *(3) Assist in training and provide support to student on the job.
- *(4) Maintain student and job site or employer database
- *(5) Provide employment counseling to students.
- *(6) Maintain a collaborative relationship with classroom teachers on activities designed to help the student achieve T-IEP goals.
- *(7) Serve on school and/or community committees that foster enhanced opportunities for students with disabilities.
- *(8) Implement an employer marketing and job development plan for students with disabilities.
- *(9) Manage time effectively and prioritize work to meet timelines.
- *(9) Assist in completion of follow-up activities with employers as necessary.
- *(10) Use effective, positive interpersonal communication skills.
- *(11) Perform other incidental tasks consistent with the goals and objectives of this position.

TECHNOLOGY ACCESS: NO ACCESS

PHYSICAL REQUIREMENTS:

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

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

Position Code: 52022, Local = 52101

Supplement Code 7

Salary Code: IR