

DISTINGUISHING FEATURES OF THE CLASS: This school district position is responsible for working with employers and educators to develop areas of training and experience for students with disabilities. The duties also involve providing support to staff who give direction to the student while maintaining ongoing contact with students, parents, educators and sponsors. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Works with community employers and district staff to identify areas in which work experience or work study job requirements can be modified to meet the needs, abilities and interests of an individual student;

Works with community employers and agencies that sponsor work experience and work study to inventory specific jobs available at each work site and determine the applicable career cluster;

Maintains a current inventory matrix of jobs by employer and career clusters;

Provides regular, on-site support to district aides assigned as job coaches to enable them to support skills training based on job descriptions and job modifications with individual students, student pairs or enclaves;

Monitors student performance through oral communication and written forms for parent, district and sponsor communications around specific work experience or work study goals;

Works with community employers and agencies to identify sponsoring sites and specific job descriptions for community-based work experience and school-supported work study for students with disabilities in need of support for projected post-school outcomes in employment and community living;

Works with community employers and agencies that sponsor work experience and work study to identify specific pre-requisite and on-the-job skills needed, including reading and math skills, social skills, technical or job-embedded skills, time management skills, independent or teamwork skills, quality control skills and travel skills;

Works with district staff to provide data on students' development or specific pre-vocational and job-embedded work habits, attitudes, and skills in work experience and work study placements;

Works with students, district staff, community sponsors, and parents as needed to identify and resolve job-related issues that may jeopardize student placements;

Assists with development of forms to monitor student performance on goals and specific skills and maintain accurate records of students' assignments, attendance, timesheets, and communications to parents, staff and sponsors.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of concepts related to area employment opportunities for youth with disabilities; ability to seek and retain employers willing to hire disabled and determine necessary modifications to aide students' success; ability to establish and maintain effective working relationships with students, parents, employers and district staff; ability to develop jobs and provide services to clients; ability to express oneself both orally and in writing; ability to understand oral and written directions; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

1. High School graduation or possession of a High School equivalency diploma and one year of experience working with disabled students in an educational or employment setting.

NOTE: Successful completion of 30 credit hours from a regionally accredited or New York State registered college or university may be substituted for the one year of experience.

SPECIAL REQUIREMENT FOR APPOINTMENT: Possession of a valid New York State Operator's license at the time of appointment, and maintenance of such license throughout the tenure of employment in the position.

APPROVED: APRIL 14, 2005

CLASSIFICATION: COMPETITIVE