

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

VOCATIONAL REHABILITATION EMPLOYMENT SPECIALIST

SALARY SCHEDULE: SSP-7

COST CENTER: 0292

QUALIFICATIONS:

- (1) Associate of Arts/Associate of Science Degree or sixty (60) hours from an accredited institution.
- (2) Experience working with students with disabilities.
- (3) Demonstrate effective communication and presentation skills.
- (4) Available and willing to work flexible hours as needed.
- (5) Possess a valid Florida Driver's license.
- (6) Proof of insurance for private vehicle to be in accordance with District guidelines.
- (7) Experience with job placement / coaching activities.
- (8) Positive attitude and people skills.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of current trends, research, and best practices related to adult and vocational education and the exceptional student education (ESE) population. Ability to collaborate with Vocational Rehabilitation (VR) School to Work Counselors, community employers, and members of School Transition Individual Education Plan (IEP) teams to support students with disabilities who have a physical or mental impairment which constitutes or results in a substantial impediment to employment. Ability to read and interpret applicable laws, rules, policies, and procedures. Ability to communicate effectively orally and in writing. Ability to plan, organizes, and prioritizes tasks. Ability to analyze, interprets, and uses data in decision making. Ability to make presentations to a variety of audiences. Ability use computer hardware and software. Ability to work effectively with business and industry.

REPORTS TO:

Principal or designee
District Administrator

JOB GOAL

To provide community based work experience supports, and services to VR eligible transition students with an IEP that will help them develop successful post high school employment plans and outcomes.

SUPERVISES:

NA

PERFORMANCE RESPONSIBILITIES:

- *(1) Visit appropriate ESE classrooms to discuss Community Based Work Experience (CBWE) and to determine appropriate student referrals.
- *(2) Make Third Party VR Referrals by gathering required documentations and submitting with VR Referrals.
- *(3) Monitor ESE data/documentation required by Department Of Education as related to job placement of students.
- *(4) Administer formal and informal vocational/career assessments.
- *(5) Promote and train students in self-determination and self-advocacy skills.

VOCATIONAL REHABILITATION EMPLOYMENT SPECIALIST (continued)

- *(6) Provide transportation training when appropriate.
- *(7) Provide tutoring, counseling, or mentoring regarding pre-employment skills.
- *(8) Coordinate communication to explain VR programs and services, appointment reminders, and transportation needs.
- *(9) Assist with coordinating student transportation, providing student transportation, when necessary.
- *(10) Coordinate participant attendance at initial VR meeting.
- *(11) Attend all VR meetings from referral to placement.
- *(12) Conduct weekly visits and evaluations of VR clients with an Individual Plan for Employment (IPE) at CBWE worksites to include job retention support.
- *(13) Conduct bi-monthly visits and evaluations of VR clients with an IPE on On-Job Training/career placement.
- *(14) Prepare or oversee the preparation of all required reports and maintain all appropriate records.
- *(15) Develop paid and non-paid community based work experiences through job development and networking activities with community employers.
- *(16) Maintain confidentiality with regard to student /school matters.
- *(17) Demonstrate initiative in the performance of assigned responsibilities.
- *(18) Provide for a safe and secure workplace.
- *(19) Model and maintain high ethical standards.
- *(20) Follow attendance, punctuality and proper dress rules.
- *(21) Follow all School Board policies, rules and regulations.
- *(22) Exhibit interpersonal and communication skills to work as an effective team member.
- *(23) Demonstrate support for the School District and its goals and priorities.
- *(24) Perform other incidental tasks consistent with the goals and objectives of this position.

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:

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.

Job Description Supplement No. 11

- * Essential Performance Responsibilities