

WAKULLA COUNTY SCHOOL BOARD JOB DESCRIPTION

TITLE: Employment Specialist Paraprofessional

EMPLOYEE CATEGORY: Classified

QUALIFICATIONS:

1. High School Diploma or its equivalent; and
2. Two years of study at a postsecondary institution; (60 s.h.); or
3. An Associate's degree or higher; or
4. Pass a rigorous examination demonstrating knowledge of and the ability to assist in instructing, reading, writing, and mathematics. (The Praxis ParaPro Assessment, The FTCE General Knowledge Exam or CLAST)
5. Experience in Social Services, Community Agencies, or Education
6. Current Florida drivers' license with a good driving history record
7. Ability to work with students with disabilities
8. Ability to work collaboratively with business and community members
9. Possess and demonstrate ability to manage electronic data
10. Demonstrate proficiency in business skills, including typing/keyboarding skills, office machines, general filing/organization
11. Possess excellent written and oral communication skills

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to relate to and work with students and adults 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 area of responsibilities. Ability to perform clerical tasks. Planning and organizational skills. Knowledge of operation of office and audio-visual equipment. Ability to work cooperatively with colleagues. Willing to attend training and in-service relevant to responsibilities of assigned area

REPORTS TO: Executive Specialist and Executive director of Exceptional Student Education and Student Services

JOB GOAL

To furnish employment services to program participants. Employment services include community based work experience development, placement and job retention support for students with disabilities.

SUPERVISES: N/A

PERFORMANCE RESPONSIBILITIES:

1. Assist students and parent(s)/guardian(s) of minors with completion of a Referral/Application for Vocational Rehabilitation (VR) Services

2. Communicate frequently with Wakulla School Board teacher of record regarding student performance and skills needed in the workplace.
3. Contact employers and build networks to develop and/or identify work experience opportunities consistent with the expectations outlined in the Participant's Individual Plan of Employment (IPE).
4. Negotiate Community Based Work Experience (CBWE) worksite accommodations.
5. Conduct routine follow-up with the employer and the participant to promote CBWE success.
6. Provide support services to address issues such as a decrease in productivity of the participant on a CBWE.
7. Submit a completed Monthly Progress Report to the DOE/DVR Counselor on a monthly basis.
8. Complete a (CBWE) Rating Form at least once per month for each participant on a CBWE.
9. Submit a completed CBWE Rating Form to the DOE/DVR Counselor with the Monthly Progress Report if the participant has been placed on a CBWE.
10. Submit deliverables and invoices to the DOE/DVR Representative.
11. Maintain participant files and documents to support deliverables in a safe and secure location to insure integrity of records and participant safety and confidentiality. These records and their location shall be subject to inspection and made available for review upon request.
12. Perform other incidental tasks consistent with the goals and objectives of the District and this position

PHYSICAL REQUIREMENTS: Light Work

Light: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently and/or up to 20 pounds of force as needed to move objects. May be medium or heavy work depending on the particular assignment.

Medium: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

Heavy: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT: 10 Month - School Year

Salary and benefits shall be paid consistent with the District=s approved compensation plan. Hours of employment shall be those established by the District.

EVALUATION: Annually by the Executive Director of Exceptional Education and Student Services. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel. Student Services. Performance of this job will be evaluated in accordance with provisions of the Board=s policy on evaluation of personnel.

SALARY ITEM NUMBER: #20

Level I – AA or higher degree or two years of study at a postsecondary institution; (at least 60 s.h.);

Level II – A high school diploma or its equivalent and *Praxis* ParaPro Test Certification, FTCE General Knowledge or CLAST passing score

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