

SCHOOL DISTRICT OF GADSDEN COUNTY

JOB DESCRIPTION

ESE EMPLOYMENT SPECIALIST**QUALIFICATIONS:**

- (1) Possess a high school diploma or higher education degree.
- (2) Have a current Commercial Drivers License or be willing to obtain one.
- (3) Have the ability to coordinate responsibilities under the direction of the ESE teachers who have students associated with the ESE/Work Experience Program.
- (4) Have completed job coach training or be willing to obtain this training.
- (5) Have the ability to work with students enrolled in exceptional education classes.
- (6) Have the ability to work with business and community members.
- (7) Must be able to work flexible hours depending on student's work schedules.

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.
 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.
 Ability to work cooperatively with colleagues.
 Willing to attend training and in-service relevant responsibilities of assigned area.

REPORTS TO:

Program Specialist for Transition

JOB GOAL

Guide and direct ESE work experience students through employability skills training and on-the-job experience using approved methods, materials, and practices with the general education goals of the Gadsden County School Board.

Supervises:

N/A

PHYSICAL REQUIREMENTS:

Exerting 100 pounds or more of force occasionally and/or 50 pounds of force regularly to move objects or individuals. In an emergency, work may be required to restrain a physically active individual as a temporary safety precaution.

ESE Employment Specialist (Continued)**TERMS OF EMPLOYMENT:**

School Year/ Extended 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.

Pay grade 11 on Non-Instructional for Gadsden Schools.

EVALUATION:

Annually by designated administrator.

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

PERFORMANCE RESPONSIBILITIES:**Service Delivery**

- * (1) Facilitate the delivery of prescribed work experience curriculum to student identified for the program.
- * (2) Assist in evaluating each student upon entry and monitoring progress using instruments provided.
- * (3) Recommend books and materials necessary for implementing program curriculum.
- * (4) Provide individualized instruction to each student in those areas where weaknesses are diagnosed.
- * (5) Establish individual files on each student that contain entry and program evaluation; classroom and on the job attendance; disciplinary records; and employer job performance evaluations.
- * (6) Develop, maintain and utilize a community resource file.
- * (7) Develop job training plans for each student.
- * (8) Facilitate job placements by contacting local business owners or agency directors in order to provide them with information on the goals and objectives of the ESE/Work Experience Program.

Inter/Intra-agency Communication and Delivery

- * (9) Maintain records and reports in auditable form under the supervision of the classroom teacher.
- * (10) Treat students and adults with consideration and respect.
- * (11) Encourage students to perform at the highest possible level.
- * (12) Assist in evaluating program effectiveness; seek and suggest ways of continuous improvement.
- * (13) Use classroom management techniques conducive to an effective classroom environment.
- * (14) Assist in maintaining positive relationships among the school, parents, and business partnerships.
- * (15) Communicate effectively orally and in writing.
- * (16) Collaborate with peers to create quality instructional environment.
- * (17) Participate in training programs and inservice.
- * (18) Assist peers in acquiring knowledge and understanding of particular area of responsibility.
- * (19) Use effective, positive interpersonal skills.

ESE Employment Specialist (Continued)

- *(20) Recognize and remain sensitive to the individual needs and differences of students and adjust service delivery accordingly.

Employee Qualities/Responsibilities

- *(21) Maintain a clean and orderly environment for students.
- *(22) Manage time efficiently.
- *(23) Perform assigned clerical and bookkeeping duties.
- *(24) Prepare and maintain requested/required reports and records.
- *(25) Work closely with teacher and other professionals.
- *(26) Demonstrate support for teamwork.
- *(27) Maintain confidentiality regarding student information.
- *(28) Demonstrate integrity through ethical behavior.
- *(29) Perform job responsibilities in a timely and consistent manner.
- *(30) Exhibit attention to punctuality, attendance, accuracy, and thoroughness.

System Support

- *(31) Provide student supervision as assigned, following appropriate training.
- *(32) Assist the teacher in completing requirements for grade reporting, scheduling, conferences, and recording results.
- *(33) Assist students with personal hygiene, health and safety issues, or grooming if required.
- *(34) Determine career goals, conduct a personal assessment and develop a systematic plan including goals and time tables.
- *(35) Participate in all required pre-service and post-service activities.
- *(36) Ensure that actions contribute to continuous growth and achievement appropriate for age group, subject area and/or student program classification to be served.
- *(37) Perform other incidental tasks consistent with the goals and objectives of this position.
- (38) Perform other duties as assigned.

Student Growth and Achievement

- *(39) Ensure that actions contribute to continuous growth and achievement appropriate for student program classification.
- *(40) Collect and maintain individual diagnostic information, attendance, discipline records, and employer's job performance evaluation.