

COLUSA COUNTY OFFICE OF EDUCATION

CATEGORY: PROGRAM SUPPORT
CLASSIFICATION: DIRECT SUPPORT
JOB TITLE: WORKABILITY EMPLOYMENT DEVELOPER

BASIC FUNCTION:

Under the direction of the Assistant Superintendent or designee, provide vocational services and employment opportunities to WorkAbility program participants; develop and control a case management approach for client services.

REPRESENTATIVE DUTIES:

Provide vocational services and employment opportunities to WorkAbility participants; provide leadership in development and implementation of student services; evaluate services to assure compliance with program policies and objectives. **E**

Coordinate programs available through outside agencies and educational resources for student's vocational needs; develop employment opportunities by establishing and maintaining contact with employer Work Force Investment Act (WIA) program and employer organization agencies. **E**

Survey the community labor market and identify vacant jobs. **E**

Review student assessment for job match including student behaviors, transportation, and other aspects of employment. **E**

Serve as liaison with outside agencies; communicate with various County Office departments and State and local agencies to coordinate activities, exchange information and resolve issues or concerns. **E**

Operate a variety of office equipment including a copier, telephone, FAX and related equipment. **E**

Drive a vehicle to participant's school and work sites. **E**

Prepare and maintain a variety of records and reports related to program participants and related activities, maintain confidentiality of student information according to established procedures. **E**

Provide job coaching as scheduled with WorkAbility Coordinator and teachers. **E**

Schedule three-way conference with student and teachers. **E**

Meet monthly with WorkAbility Coordinator. **E**

Develop a schedule to collect student time sheets monthly. **E**

Coordinate summer school WorkAbility programs as directed. **E**

Attend state and Regional WorkAbility conferences, as directed. **E**

Monitor and safely transport students as assigned and in accordance with all traffic and safety guidelines and statute. **E**

Assist a certificated teacher in providing instruction to students 0-22 years of age in a special education program, speech and language setting, vocational training site, or other related special education assignments as needed. **E**

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and techniques of providing instructional assistance to groups of individuals in a variety of subject areas
Laws, rules and regulations related to assigned activities
Interviewing techniques
Modern office practices, procedures and equipment
Oral and written communication skills
Interpersonal skills using tact, patience and courtesy
Knowledge of job developing and job coaching techniques

ABILITY TO:

Assist a certificated teacher with instruction in an assigned special education program
Provide vocational services and employment opportunities to Workability students
Interpret and apply County Office and departmental policies, procedures and rules
Prepare and maintain records, reports and files
Interact positively with clients, employers, and County Office personnel and staff
Communicate effectively both orally and in writing
Work independently with little direction
Work confidentially with discretion
Lift and carry objects weighing up to 40 pounds
Operate a computer to complete reports and maintain data
Operate a variety of office equipment to perform assigned duties
Operate a vehicle to conduct work

EDUCATION AND EXPERIENCE:

One year of experience working with children in an organized setting.
Meet Title I Paraprofessional requirement: high school diploma or the equivalent, and two (2) years college coursework (48 units); or Associate's degree or higher; or pass local assessment of knowledge and skills in assisting in instruction.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license and disclosure of CA-DMV Driver Record (INF-1125) upon hire and/or request.
Valid Basic First Aid and CPR certification

WORKING CONDITIONS:

ENVIRONMENT:

Office, classroom and community

PHYSICAL ABILITIES:

Hearing and speaking to exchange information on the telephone or in person

Seeing to read various materials and monitor student's behavior

Dexterity of hands and fingers

Reaching overhead, above the shoulders and horizontally to retrieve and store materials

Sitting, standing or walking for extended periods of time

Kneeling as required

Lifting, pushing, pulling and carrying objects weighing up to 40 pounds

Pushing or pulling students in wheelchairs

Drive a vehicle to conduct work

HAZARDS:

Contact with dissatisfied or abusive individuals

Potential for contact with blood-borne pathogens, bodily fluids, and communicable diseases

Employee Group: Classified - Unrepresented

FLSA Status: Non-Exempt

Salary Schedule: 163

Approval Date: July 2021