

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

DEVELOPER, ESE Job

QUALIFICATIONS

- Associate's Degree **OR** High School Diploma or equivalence or Florida Special Diploma with relevant course work in human resources, public relations, business administration, behavioral or social sciences, or related field.
- Three (3) years of experience working with persons with disabilities in job development, job placement, employment counseling or a related field.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of students with disabilities, unique characteristics, and learning styles.
- Knowledge of computer and technological applications related to specific job functions.
- Knowledge of Federal and State labor laws and regulations relevant to persons with disabilities including Americans with Disabilities Act, Equal Opportunity Employment and laws and regulations governing federally funded programs.
- Knowledge of economic and labor market conditions and trends.
- Knowledge of job development techniques.
- Knowledge of job placement techniques.
- Knowledge of job search and interview skills.
- Knowledge of sales techniques and strategies.
- Knowledge of District organization, operations, policies and objectives.
- Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary.
- Knowledge of record keeping procedures.
- Knowledge of budget preparation and maintenance.
- Knowledge of appropriate software and databases.
- Ability to work effectively with individuals with disabilities.
- Ability to develop job opportunities for students.
- Ability to motivate employers to become involved with the program, students and the college.
- Ability to establish and maintain professional and collaborative working relationships with members of a diverse community, including employers, students, community college faculty, staff and administrators, and state and local government agencies.
- Ability to interpret, apply and explain laws, regulations, policies and procedures.

SUPERVISION

REPORTS TO Director of Special Education Services
SUPERVISES No Supervisory Duties

POSITION GOAL

In partnership with Vocational Rehabilitation, develop job opportunities, internships and continued employment for students with disabilities. Facilitate job placement through the use of specific job-related workshops and seminars with employers and community organizations. Resulting in student placement following the completion of an educational training program.

PERFORMANCE RESPONSIBILITIES

1. * Develops job opportunities and internships for program participants with disabilities.
2. * Familiarize students with training site and individual routine.
3. * Establishes and maintains relationships with local employers, business organizations, and community groups to develop job leads for students with disabilities.
4. Researches and maintains current job listings and develops resources for students to identify current job openings related to their identified career goal.
5. Plans marketing and outreach services to promote employer awareness of potential qualified employees with

DEVELOPER, ESE JOB, Page 2

disabilities.

6. Answers inquiries from potential program participants regarding program eligibility, training, and placement possibilities.
7. Assesses the training, experience, and personal qualifications of program participants and matches them with employer's required qualifications.
8. Visits local employers to evaluate job content, working environment, and the ability of the employer to meet job accommodations and solutions to employment barriers.
9. Conducts workshops on job search techniques including interviewing strategies, resume preparation, cover letter development and dress and personal grooming.
10. *Supports students throughout job search and interview process, including help filling out applications, attending interviews, contacting employers, and visiting job sites.
11. Discusses strategies and procedures for disability disclosure during the hiring process with students and advises students on how to request disability accommodation in the workplace.
12. Gathers, analyzes, and maintains data and statistical information to evaluate effectiveness of services and to identify goals to meet student and program needs.
13. Trains and provides work direction and guidance to others as directed.
14. Assist in preparing task analyses for vocational training.
15. Learns and applies emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.
16. *Assist in scheduling and preparing students to be good employees.
17. *Maintain rapport among students, trainers, and staff.
18. *Maintain open communication with business/school contact person.
19. *Maintain records of student's progress to serve as an evaluation tool.
20. *Assist in job placement of exceptional students and follow through with all state mandated Vocational Rehabilitation reports.
21. *Work closely with Transition Resource Teacher to develop the WBLE (Work Based Learning Experience) Plan and Agreement.
22. *Provide the services identified in the plan and agreement to assist students in making progress towards or achieving the IPE (Individualized Plan for Employment) goal, WBLE goal, or expected outcome.
23. *Submit daily reports through the state-required system for each student served.
24. *Submit WBLE rating form for each student at the completion of his/her WBLE.
25. *Submit WBLE final report at the end of each WBLE, indicating the student's progress towards or achieving the IPE goal, WBLE goal, or expected outcome.
26. *Participate in training and staff development for SCPS and Vocational Rehabilitation.
27. Perform other duties as assigned by the Director of Special Education Services.

**Denotes essential job function/ADA*

EQUIPMENT / MATERIALS

Standard Office Equipment

PHYSICAL REQUIREMENTS

Light Work

Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and/or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.

PHYSICAL ACTIVITIES

Sitting

Resting with the body supported by the buttocks or thighs.

Standing

Assuming an upright position on the feet particularly for sustained periods of time.

Walking

Moving about on foot to accomplish tasks, particularly for long distances.

Bending

Lowering the body forward from the waist.

Stooping

Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.

Reaching

Extending hand(s) and arm(s) in any direction.

Lifting

Raising objects from a lower to a higher position or moving objects horizontally from position to position through the use of the upper extremities and back muscles exerting up to 20 pounds of force.

Grasping

Applying pressure to an object with the fingers and palm.

Talking

Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.

Hearing Acuity

The ability to perceive speech and other environmental sounds at normal loudness levels.

DEVELOPER, ESE JOB, Page 3

Visual Acuity The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

WORKING CONDITIONS

Indoors/Outdoors The worker is subject to both environmental conditions. Activities occur inside and outside.

TERMS OF EMPLOYMENT

PAY GRADE D1 \$38,882 - \$67,755 District Salary Schedule Months 11 Annual Days 223 Weekly Hours 37.5 Annual Hours 1784	POSITION CODES PeopleSoft Position TBD Personnel Category 14 EEO-5 Line 44 Function 5200 Job Code Survey Code 77310	FLSA <input checked="" type="checkbox"/> Applicable <input type="checkbox"/> Not applicable ADA Information Provided by Amy Elwood Position Description Prepared by Amy Elwood	BOARD APPROVED
---	---	---	-----------------------

Position Funded by Vocational Rehabilitation reimbursement

The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District.