

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

SPECIALIST, ESE Employment

QUALIFICATIONS

- Associate's Degree **OR** High School Diploma or equivalence or Florida Special Diploma with equivalent experience in the area of responsibility.
- One-year experience in the area of training site responsibility.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of students with disabilities, unique characteristics, and learning styles.
- Knowledge of computer and technological applications as related to specific job functions.

SUPERVISION

REPORTS TO Director of Special Education Services
SUPERVISES No Supervisory Duties

POSITION GOAL

In partnership with Vocational Rehabilitation, to supervise students with disabilities in non-paid/paid vocational program in a business facility away from the school site to enable the students to gain employability skills.

PERFORMANCE RESPONSIBILITIES

1. *Familiarize students with training site and individual routine.
2. *Assist in preparing task analyses for vocational training.
3. *Assist in scheduling and preparing students to be good employees.
4. *Maintain rapport among students, trainers, and staff.
5. *Maintain open communication with business/school contact person.
6. *Maintain records of student's progress to serve as an evaluation tool.
7. *Assist in job placement of exceptional students.
8. *Work closely with Transition Resource Teacher to develop the WBLE (Work Based Learning Experience) Plan and Agreement.
9. *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.
10. *Submit daily reports through the VR system for each student served.
11. *Submit WBLE rating form for each student at the completion of his/her WBLE.
12. *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.
13. *Participate in training and staff development for SCPS and Vocational Rehabilitation.
14. Perform other duties as assigned by the Director of Special Education Services.

**Denotes essential job function/ADA*

EQUIPMENT / MATERIALS

Computers, printers, file servers, scanners.

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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.
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

C-C2 \$25,827 - \$45,863
District Salary Schedule
Months 10
Annual Days 196
Weekly Hours 37.5
Annual Hours 1470

POSITION CODES

PeopleSoft Position TBD
Personnel Category 14
EEO-5 Line 44
Function 5200
Job Code 2116
Survey Code 77310

FLSA

Applicable
 Not applicable

Previous Board Approval

BOARD APPROVED

March 10, 2020

ADA Information Provided by Michelle Walsh
Position Description Prepared by Michelle Walsh