

# JOB DESCRIPTION

## Pleasanton Unified School District

### EMPLOYMENT TRAINING SPECIALIST

#### **Purpose Statement:**

The job of Employment Training Specialist is done for the purpose/s of supporting students at work sites in their assigned employment/training experiences; coordinating activities with employers participating in the program; and monitoring students' placement performance.

#### **Essential Functions**

- Assesses referred student's vocational and academic strength and weaknesses in relationship to vocational opportunities for the purpose of matching students with realistic vocational goals.
- Assesses work sites and employer operations for the purpose of successfully matching students to community jobs based on their skills and abilities.
- Coaches individual students on various subjects and/or job situations (e.g. job skills, interview techniques, etc.) for the purpose of assisting them in successfully performing in their job experience.
- Collaborates with teachers, employers, government agencies, community groups, etc. for the purpose of assisting in development and promotion of Workability program services to generate community support of program objectives.
- Maintains students' files, records, etc. for the purpose of documenting activities to provide up-to-date reference for follow-up actions and/or for use by other parties.
- Monitors a variety of activities related to program (e.g. student progress, referrals, etc.) for the purpose of collecting information for use in evaluating and/or modifying program based on student success.
- Participates in a variety of meetings (e.g. interagency committees, employment network, community groups, etc.) for the purpose of conveying and/or gathering information required to perform functions and remaining knowledgeable with current regulations.
- Prepares documentation (e.g. reports, applications, case notes, instructions, memos, training outlines, announcements, etc.) for the purpose of providing written support and/or conveying information.
- Presents information to community members, employers, etc. for the purpose of promoting program services and recruiting employers.
- Provides life skills training (e.g. money, grocery shopping, travel, etc.) for the purpose of improving and enhancing student's skills.
- Recruits qualified students into the program for the purpose of providing them with information on work experience opportunities.
- Refers students and parents to classes, programs and/or services of outside agencies for the purpose of providing additional support to student in work experience and preparation for transition from school setting.
- Responds to inquiries (e.g. students, parents, government agencies, employers, staff, etc.) for the purpose of solving problems, providing information and/or referral.
- Transports students to work sites for the purpose of ensuring students with limited mobility have opportunity to participate in work experiences.

#### **Other Functions**

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

#### **Job Requirements: Minimum Qualifications**

##### **Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: evaluating performance; operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: pertinent codes, policies, regulations and/or laws; disabilities; behavioral intervention techniques; and community resources

ABILITY is required to schedule a number of activities, meetings, and/or events; collate data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: communicating with diverse groups; establishing and maintaining effective working relationships; maintaining confidentiality; meeting deadlines and schedules; setting priorities; and working as part of a team.

**Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the Organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 10% sitting, 20% walking, and 70% standing. The job is performed under minimal temperature variations and some hazardous conditions.

Experience                      Job related experience is required.

Education                      Targeted job related education that meets organization's prerequisite requirements.

**Required Testing**

Pre-employment Proficiency Test

**Certificates & Licenses**

Valid Driver's License

**Continuing Educ. / Training**

None Specified

**Clearances**

Criminal Justice/Fingerprint Clearance  
Tuberculosis Clearance

**FLSA Status**

Non Exempt

**Approval Date**

**Salary Grade**

Classified 14