

JOB DEVELOPMENT SPECIALIST

GENERAL STATEMENT OF DUTIES: Locates and develops employment opportunities for special education students, transports students as needed; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the supervision of a higher level position, incumbents of this class are responsible for developing suitable employment opportunities for adolescent students with disabilities from various social and ethnic groups. This objective is achieved by cultivating and maintaining extensive contacts with hiring authorities and persuading them to consider students for existing jobs or to create suitable entry level positions tailored to the qualifications of students. This class may be involved in conducting labor market analysis to determine employment outlooks.

EXAMPLES OF WORK: (Illustrative Only)

Supervises development of career plans for each student;

Locates and develops employment opportunities for job ready students;

Refers suitable participants to jobs and at scheduled intervals follow-up on all placements to ascertain the satisfaction of both the employer and employee;

Meets regularly with all support staff to inform them of job opportunities and to review and discuss the suitability of job ready students for specific opportunities;

Develops linkages between the school district and home/school communities;

Prepares and maintains accurate records of placement activities and as required prepares reports of these activities;

Develops a parent network;

Maintains on-going relationships with business executives and employment personnel for the purpose of enhancing job development activities and responsibilities;

Provides follow-up services for students who return to their home community;

May act as school bus driver responsible for transporting students;

May use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May supervise students at work site, providing ongoing support and feedback regarding job performance and behavior.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Skill in dealing informally with students with emotional, behavioral and learning problems; good knowledge of the employment conditions and trends of the local labor market; familiarity with the methods and techniques used in planning, development and implementation of employment programs; ability to analyze material and determine appropriate referrals; ability to establish and maintain cooperative relations with students, employers and others contacted; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; strong verbal skills; strong writing skills; initiative; resourcefulness; integrity; tact; good judgment; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school diploma and either: (a) four years of work experience where the primary responsibility was working with adolescent students with disabilities; or b) an Associate Degree or 60 credits from a regionally certified or New York State approved college or university and two years experience as specified in (a) above; or (c) a satisfactory equivalent combination of the foregoing training and experience.

SPECIAL REQUIREMENTS: If responsible for transportation of students, possession of the appropriate license to operate a motor vehicle in New York State at the time of appointment; and drivers must be at least twenty-one (21) years of age.

SPECIAL NOTE: In addition, candidates must indicate willingness to fulfill all requirements to drive a school bus as set forth in the Rules and Regulations of the New York State Commissioner, if they are required to transport students.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.