

JOB DESCRIPTION

DEPARTMENT: SPECIAL SERVICES

JOB TITLE: JOB DEVELOPER
(184 Day Employment Contract-Level I)

REQUIREMENTS:

Education Level: Bachelor's degree in Social Work, Family Services, Education, Rehabilitation, Special Education or a related field.

B. Experience Desired: A minimum of two years of successful experience working in related field. Prefer job development experience.

C. Physical Requirements: Constant hearing, mind-eye and hand-eye coordination, intermittent speaking, standing, walking, writing, bending and stooping. Frequent keyboarding and repetitive motions with wrists, hands and fingers.

D. Other Requirements: Excellent oral and written communication skills. Skills in human relations and development of student or client programs. Computer proficiency. Knowledge of community resources available.

REPORTS TO: Secondary Special Education Supervisor/Special Services Director

RECEIVES GUIDANCE FROM: Secondary Special Education Staff

FROM:

DATE: Revised April 2010

ESSENTIAL FUNCTIONS AND DUTIES OF A JOB DEVELOPER:

1. Selects, develops, and administers vocational assessments.
2. Provide placement and supervision of students with developmental disabilities at appropriate work sites.
3. Coordinates and monitors job coaching.
4. General duties include following district policies, maintaining confidentiality of students and families, serving on District committees, and participating in training activities provided by the District.
5. Maintain the confidentiality of students and their families.
6. Performs other duties as assigned.

LISTED BELOW ARE THE SPECIFIC JOBS AND DUTIES CLASSIFIED AS JOB DEVELOPER:

Transition Consultant:

Specific Functions and Duties:

1. Develops transition resources through contacting community agencies, and serves as a resource to IEP Committees and teachers by assisting with planning for students so that individual transition goals are achieved.
2. Coordinates the Transition Interagency Council meetings, Project Skills or Community Trainer assignments as requested.
3. Works with employers to identify and maintain employment-training sites through the community.
4. Completes assessments and reports necessary to comply with requirements in IEP goals and Project Skills.
5. Coordinates placement and supervision of students at appropriate work sites combining student interests, aptitudes and abilities with appropriate accommodations.

WORKING CONDITIONS:

A. <u>Inside</u>	<u>Outside</u>	<u>Both</u>
		<u>XXX</u>

B. Climatic Environment:

Some District classrooms and community work areas are not climate controlled and are subject to extremes of temperature and humidity. The itinerant status of this position requires exposure to the outside environment as travel between schools, agencies, and businesses are required.

C. Hazards:

Stairs, drafts, chalk dust and exposure to communicable diseases. Travel between schools will cause exposure to hazardous driving and walking conditions. Assistance to students at community sites may present a variety of work related hazards.

I have read and understand this job description and can fulfill the essential functions as listed.

Signature

Date

Print Name