

ROCKLIN UNIFIED SCHOOL DISTRICT

JOB TITLE: Workability Program I Coordinator - Special Education

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

To coordinate the workability program for the district's special education students, including student internships, job site placements, work/life skills classes, and mentoring program. This position acts as a regional liaison to the local businesses who participate in the Workability I Program, the Human Services Committee for the State Workability I Program, and School-To-Career Program for the district's high school juniors and seniors.

SUPERVISOR: Director of Special Education and Special Programs

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential duties and responsibilities for this position include, but are not limited to, the following:

1. Designs and implements pre-vocational skills classes.
2. Assesses work-related skills, interests, aptitudes, and attitudes.
3. Encourages special needs students to develop attitudes, self-confidence, and vocational competencies appropriate for the workplace.
4. Secures, and retains employment for the district's special education students in the community or in a sheltered environment to enable such individuals to become productive members of the community.
5. Coordinates work training programs within the district and with employers within the community.
6. Prepares students for employment through job development and job placement.
7. Instructs job trainers and employers as to the unique needs of the individuals.
8. Maintains regularly scheduled contact with all workstations and job-site trainers.
9. Develops and implements Individual Transition Plans for students with special needs.
10. Functions as liaison with Regional Occupational Program, Department of Rehabilitation, Job Corps, California Conservation Corps, community colleges, universities, vocational/trade schools, and other agencies as designated in students' Individualized Education Plan and/or Individual Transition Plan.

EMPLOYMENT STANDARDS:

Knowledge of:

1. English usage, spelling, punctuation, and grammar

2. Learning theories, concepts and strategies for special education.
3. School practices related to student work placements.
4. Experience working with special needs students.
5. Current employment opportunities, and ability to access community resources.
6. Public transportation to job sites for students.

Ability to:

1. Understand the needs and behaviors of students.
2. Understand academic areas and learning situations.
3. Carry out both oral and written instructions in an independent manner.
4. Understand the needs of assigned students.
5. Analyze situations accurately and adopt an effective course of action.
6. Establish and maintain accurate classroom/program records and files.
7. Communicate effectively and tactfully in both oral and written forms.
8. Operate standard office and instructional equipment as appropriate to area of assignment such as copier, mimeograph, duplicator, scantron, computer, and laminator.
9. Type accurately at a rate required for successful job performance.
10. Remain calm and patient in stressful situations.
11. Establish and maintain cooperative and effective work relationships with those contacted in the performance of required duties.

EDUCATION:

Combination of education and training equivalent to two years of college with a focus in special education, student work programs, development of student job/life skills and regional occupation programs.

EXPERIENCE:

Three years experience in the public education school system with an emphasis in special education, student work programs, development of student job/life skills and regional occupation programs.

SPECIAL LICENSE

Valid California Driver's License

DESCRIPTION OF PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, sit, use hands, and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Medical Category I:

1. Position requires normal physical strength and endurance for standing, sitting, bending, or walking.
2. Work assignments are normally located in a work environment with light physical work and requires light physical effort.
3. Lifting 25 pounds maximum or carrying any object weighing over 15 pounds.

The Rocklin Unified School District does not discriminate on the basis of color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability in its educational programs, activities, or employment. All educational opportunities will be offered without regard to color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability.

No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably accommodate any known disability.

**The Rocklin Unified School District
Maintains a tobacco-free, drug-free environment**

Adopted: September 19, 2001