

**Hernando County School Board
Florida**

FLSA: Exempt, Union

EMPLOYMENT SPECIALIST - ESE

Required Qualifications:

- Bachelor's degree and certification in either Vocational Education, Exceptional Student Education or Guidance and Counseling
- Previous experience working in a business setting

Desired Qualifications:

- Ability to deal effectively with the business community
- Ability to demonstrate responsibility without direct supervision
- Training in job placement for special education students

Performance Responsibilities:

- Work closely with administration, guidance counselors, academic and vocational teachers for proper placement of students with disabilities into vocational programs/job placement
- Participate in professional development activities
- Recruit and screen potential student trainees
- Locate and initiate training sites
- Maintain rapport among students, trainers and staff
- Become familiar with training site and individual routines
- Establish and maintain open communication with industry contact individuals
- Participate in conferences with students, school staff and outside agencies
- Coordinate awareness activities to explain Exceptional Student Education On Job Training (OJT), and Supportive Competitive Employment (SCE) to students, parents and other groups
- Sustain ongoing communication with district representatives concerning changes, schedules and periodic progress reports to appropriate supervisors
- Design and supervise records to serve as evaluation
- Articulate with other job preparatory programs to maximize resource utilization and avoid unnecessary duplicating of efforts and services
- Serve as a resource person to other professional staff regarding Exceptional Student Education work experience programs
- Coordinate and supervise job coaches
- Coordinate work experience with career exploration activities between schools
- Coordinate schedule with individual school administration
- Coordinate supervision of job site programs
- Continue professional growth through educational meetings, workshops and reading professional literature

- Perform other duties as assigned by the Director of Exceptional Student Education and Student Services and/or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Director of Exceptional Student Education and Student Services and/or designee

Evaluation:

Annual evaluation done by the Director of Exceptional Student Education and Student Services and/or designee

Terms of Employment:

10-month employment

Salary

Salary based upon approved salary schedule - Instructional

Job Code:

61239

Board Approved: 06/13/00

Revised: 12/13/05, 01/20/09, 05/17/11, 06/10/14