

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 2332
 Pay Grade: Instructional

FLSA: Exempt

EMPLOYMENT SKILLS TRAINER
<p>REPORTS TO: Exceptional Student Education Specialist</p>
<p>SUPERVISES: Not Applicable</p>
<p>QUALIFICATIONS: Bachelor's degree from an accredited college or university in the field of Education. Florida certification in, or eligible for, Exceptional Student Education (ESE) or other related area. Three (3) years professional experience as a secondary, Career and Technical, or Business Education teacher.</p>
MAJOR FUNCTION
<p>Plans, meets, and collaborates in implementing the Vocational Rehabilitation (VR) Individual Plan for Employment (IPE) and Transition Individual Education Plan (TIEP), while also obtaining pertinent information regarding a student's employability skills prior to job placement. Serves as a resource to schools, students, parents, various community agencies and potential employers regarding job placement readiness and opportunities for ESE students.</p>
ESSENTIAL RESPONSIBILITIES
<ul style="list-style-type: none"> • Administers formal and informal vocational/career assessments. • Communicates, in a timely manner, with parents of students regarding VR and Agencies for Persons with Disabilities (APD) eligibility status. • Conducts school observations including Career Based Vocational Experience (CBVE) and Community Based Instruction (CBI) opportunities to determine students' strengths and areas of growth. • Plans and collaborates with staff regarding pre-employment skills for students. • Plans and presents information on career education to middle school, high school, and extended transition students. • Assists in the planning for transition IEP meetings. • Places and maintains students throughout the entire school year in a middle school, high school, or extended transition CBVE program as specified in the student's TIEP and the VR IPE. • Coordinates with post-secondary agencies for transition. • Coordinates activities for students pursuing a Standard Diploma on Access Points. • Collects, monitors, and documents ESE data and student portfolio information required by the Department of Education (DOE) as related to job placement of students. • Provides job shadowing, on the job training, job placement services and supports. • Serves on and attends District designated meetings and Pinellas County Schools Interagency Network Council for Transition Students with Disabilities (PINCS). • Plans and conducts orientation tours to local colleges as requested. • Assists with the development of transition materials including brochures, handouts, training, curriculum and other resources for school staff, parents, and students. • Fulfills responsibilities and duties aligned with submitting reports, notes, and student observations as a Vocational Rehabilitation Vendor for Pre-ETS services. • Maintains and updates District Transition Online platform regarding self-advocacy, self-determination, task analysis, pre-employment skills resources and transition resources. • Maintains updated ESE deferred senior list and extended transition exiting student list. • Assists ESE seniors with the Senior Exit Survey and provides input regarding the Summary of Performance. • Assists extended transition students exiting program and transitioning into the community. • Collaborates with employers and ESE teachers to develop and/or identify work experience opportunities consistent with the expectations outlined in the student's TIEP and IPE.

EMPLOYMENT SKILLS TRAINER

ESSENTIAL RESPONSIBILITIES (CON'T)
<ul style="list-style-type: none">• Develops paid and non-paid community-based work experiences through job development and networking activities with community employers.• Provides the support services necessary to enable successful community work experiences for transition student participants.• Develops business partnerships in the community to establish, develop, implement, and monitor programs.• Meets with employees at the job site prior to student placement to establish a conducive working environment.• Maintains regular consistent contact with employees at the job site to discuss and review student performance.• Provides on-site assistance to students as needed.• Collects and records performance data for each student providing timely feedback regarding job performance.• Monitors student attendance, punctuality and implements behavioral management procedures.• Continues own professional growth through participation in district and DOE meetings, workshops, visiting related facilities, reading related literature, and exchanging ideas with other professionals and colleagues.• Performs other related duties as assigned.
TERMS OF EMPLOYMENT
<p><i>Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.</i></p> <p><i>Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.</i></p> <p><i>The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.</i></p>
HISTORY OF JOB CLASSIFICATION
ISSUED: 04/23/24 PT; BOARD APPROVED: 05/14/24

EMPLOYMENT SKILLS TRAINER

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds	X				
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time			X		
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van			X		
27. Other physical, mental or visual ability required by the job	X				

Employment Skills Trainer - Instructional