

**TITLE: SPECIAL EDUCATION JOB DEVELOPER SPECIALIST**

**REPORTS TO:** Executive Director of Special Education or Designee Administrator

**JOB GOAL:** To support grant implementation and facilitate the transition process, our services encompass career/vocational education, offering career planning, job site supervision, and job skills coaching. The Special Education Job Developer Specialist establishes connections with state agencies, organizes data for state reporting, and engages with community members and organizations to foster business alliances.

## **QUALIFICATIONS**

### ***Knowledge of***

1. General concepts of student learning styles, behavioral characteristics, disabilities, special education laws related to the development of the Individualized Education Program, transition, life skills, career preparation.
2. Techniques used in controlling and motivating students.
3. English usage, punctuation, spelling, grammar, and math.
4. General purposes and goals of public education.
5. Specific subject area content as required in job assignment.
6. Student interview and observation procedures.
7. The different needs of special education students.
8. Transition and job placement requirements for students receiving special education.
9. Community resources.
10. Safety rules and regulations for this position.
11. Skills necessary for young individuals to secure employment and enhance their marketability.
12. Proficiency in routine record keeping, budgeting, accurately entering data and analyzing findings related to program improvement as mandated by the grant.

### ***Ability to***

1. Assume responsibility for supervision of students.
2. Provide appropriate special education services in the classroom and community.
3. Learn and utilize basic methods and procedures to be followed in instructional settings.
4. Perform routine clerical work and basic mathematical calculations.
5. Understand and carry out verbal and written instructions.
6. Operate standard office and instructional equipment including computer, copy machine, audio-visual equipment, iPad, phone, and other instructional media and technology.
7. Read and comprehend reading materials proficiently.
8. Apply general policies and procedures to specific situations.
9. Handle all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations.
10. Establish and maintain effective rapport with students, parents, and community members.

### ***Training and Experience***

1. Completion of the twelfth (12th) grade or equivalent.
2. Three (3) years of successful experience related to specific job assignment.

**TITLE: SPECIAL EDUCATION JOB DEVELOPER SPECIALIST**

3. Twelve (12) semester units of job-related coursework successfully completed with a grade of 'C' or better, or 'pass' in a pass/fail system, or equivalent as determined by the district.

**ESSENTIAL FUNCTIONS**

1. Assists with career planning and preparation as part of the individual transition planning process for secondary and adult special education students.
2. Provides job placement and job coaching for students with disabilities.
3. Makes on-site contact with employers to monitor student work performance on the job.
4. Provides staff and school administrators with relevant feedback and information on student progress through observation, and maintenance of accurate student progress records.
5. Maintains records and necessary reports.
6. Identifies and recruits employers for the program.
7. Communicate effectively and tactfully in both verbal and written form.
8. Maintains positive communication with school staff and employers.
9. Follows district policies and procedures.
10. Reports suspected child abuse and communicable diseases to health office, site administrator, and /or appropriate agency.
11. Performs other related duties as required.
12. Monitors, inventories, and orders instructional supplies and equipment as needed.
13. Oversees and supervises students' job performance at job sites, classroom activities, in the community, on campus/play fields, in library, and on field trips.
14. Attends I.E.P. and other special education meetings as required.
15. Supports students individually or in small groups to reinforce learning activities and career skills.
16. Administers first aid in conjunction with established district policies and procedures.
17. Assists students in preparing and submitting job applications, to include initiating and overseeing the entire process, procuring personal documentation (i.e. CA ID card, birth certificate, social security, transportation card, other related documents).
18. Administers and interprets vocational interest and assessment as needed.
19. Serves as liaison with students, community partners, employers, parents, district/state, government agency staff for the purpose of improving career and life skills special education programs.
20. Attends employment grant related training, meetings, and activities.
21. Maintains regular communication with local, state, and government agencies and collaborates with respective district staff per grant requirements.
22. Enters student data, maintains documentation, submits reports required by funding source.
23. Processes student payroll documents, reconciles and manages student work hours per district protocol and funding source requirements.
24. Conducts interviews with potential participants for the purpose of assessing employment and training needs and/or making referrals to appropriate services.
25. Maintains a variety of documents, files, and records for the purpose of documenting activities, providing reliable information, and complying with district, state, and federal requirements.

**SPECIAL REQUIREMENTS**

1. Must use safety equipment and devices designated for this position.
2. Some positions in this class may require individuals who can read, write, and/or speak a second language.

**TITLE: SPECIAL EDUCATION JOB DEVELOPER SPECIALIST**

3. Possession and maintenance of a valid state of California Driver's License.
4. Obtain and maintain a valid First Aid Certificate and CPR Certificate.

**PHYSICAL ABILITIES**

1. Visual ability to read handwritten or typed documents, instructions, the display screen of various office equipment and machines.
2. Able to conduct verbal conversation in English and other designated language.
3. Able to hear normal range verbal conversation (approximately 60 decibels.)
4. Able to sit, stand, stoop, kneel, bend, and walk.
5. Able to sit for sustained periods of time.
6. Able to kneel or squat for extended periods of time.
7. Able to climb slopes, stairs, steps, ramps, and ladders and push and pull objects.
8. Able to lift and/or carry up to twenty (20) pounds up to four (4) hours per day, and fifty (50) pounds up to one (1) hour per day.

**PHYSICAL ABILITIES (continued)**

9. Able to push and pull objects weighing up to forty (40) pounds up to two (2) hours per day.
10. Able to exhibit full range of motion.
11. Able to demonstrate manual dexterity necessary to operate a calculator, typewriter, and/or computer keyboard at the required speed and accuracy in a safe and effective manner.

*While the ideal candidate will possess all these abilities, duties assigned can be modified to reasonably accommodate some physical restrictions.*

**TERMS OF EMPLOYMENT:** 10-month work year  
Classified bargaining unit member

**EVALUATION:** Performance of this job will be evaluated in accordance with Board of Education policy and provisions of the collective bargaining agreement. The evaluation will be completed by the site administrator or his/her designee.

Approved by:	Board of Education	Date:	August 14, 1997
Amended by:	Board of Education	Date:	January 19, 2006
			March 14, 2024

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS A  
TOBACCO-FREE, DRUG-FREE WORKPLACE**