

**GRANITE SCHOOL DISTRICT
Classified Employee Job Description**

Title _____ Employment Specialist Leader _____

Supervisor's Title _____ Administrator, Granite Transition Services _____

Date Prepared _____ **Date Reviewed** 3/99 **Date Reviewed** _____

Employee/Incumbent Review ___ **Immediate Supervisor Review** ___ **GCEA Review** ___

Dept Aprvl _____ **HRM Aprvl** _____ **Superintendent Aprvl** _____

Location _____ **Lane** _____

Implementation Date _____ **ADA Review** _____

Job Summary

The Employment Specialist Leader works under the direction of an administrator to supervise and train the Employment Specialists of the Granite Transition Services to keep the program within the prescribed boundaries and serving students effectively.

Essential Functions

Conducts initial job orientations, ongoing training (formal and informal), and inservice sessions at various schools where the Employment Specialists are located to orient school staff on the proper role of Employment Specialists. Keeps records of work done by Employment Specialists for funding and monitoring purposes. Meets with administrators, counselors, and teachers to solve problems that may occur that involve the Employment Specialist program.

Keeps abreast the most current status of Child Labor Laws, IDEA requirements, Granite School District policy requirements, and other applicable regulations. Monitors the job performance, effectiveness, and dependability of the Employment Specialists. Interviews potential Employment Specialists and making recommendations on whether or not to hire them. Conducts orientation and does training for new and existing Employment Specialists. Monitors progress and compliance of Employment Specialists in the Granite Transition Program.

Non-Essential Functions

Occasional other duties as assigned (within skill level).

Required Knowledge Skill and Ability

Understand the role of Employment Specialists and the Employment Specialist Program in supporting and serving the Special Education Team and Counselors in the schools. Have a detailed and thorough knowledge of Child Labor Laws, IDEA, Granite School District policies, and other applicable regulations. Must be skilled in interpersonal relationships and able to communicate effectively with administrators, co-workers, staff, parents, and students. Must have initiative and follow through, requiring minimal supervision.

Minimum Entrance Requirements for Training

High School Education or equivalent. Good reading, writing, and math skills.

Minimum Requirements for Prior Work Experience

Six months previous experience required with demonstrated competence.

Note: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior experience, some exchanges can be made between training and experience.

Decision Making Authority

Makes many decisions independently but must be within program guidelines and Granite School District Policy. Works with minimal supervision. Must be an appropriate model for staff.

Interaction with Others (Non-supervisory)

Administrators, counselors, and teachers in schools where Employment Specialists are based. Granite Transition Services staff and others as appropriate and needed.

Supervision

Position supervises up to 24 Employment Specialists on 19 or 30 hour contracts.

Working Environment

General office conditions. Visits various schools during monitoring and/or training.

Physical Demand Characteristics

Some light lifting required.