



NOTICE OF VACANCY

Application Deadline: UNTIL FILLED

Posting Date: June 10, 2019

TITLE: Workplace Readiness Specialist

REPORTS TO: High School Principal and the Director of Special Education

SUPERVISES: N/A

TERM: 10 months

Qualifications:

Organization Skills
Effective decision-making skills
Effective verbal and written communication skills

JOB GOAL: An employee who is responsible for assisting and instructing high school students prepare for paid or non-paid work place learning experiences.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

PERFORMANCE RESPONSIBILITIES:

Job Description: Workplace Readiness Specialist

1. Work with students with a disability in on-the-job training experiences. Examples may include: job sampling, volunteer experiences, job shadowing, internships, apprenticeships, summer work experiences, and work-based learning.
2. Assist students in establishing an appropriate working relationship with co-workers and supervisors.
3. Teach students how to perform specific tasks and understand work place policies while modeling appropriate workplace behavior.
4. Assist students in determining priorities and goals for the work experience which will be reviewed on a weekly basis to insure that the essential functions of the job are being performed.

5. Demonstrate creativity in developing methods of teaching job tasks and modifying processes to accommodate the student's barriers to employment.
6. Understand and employ workplace safety procedures while monitoring the progress of students to ensure that safety policies are being followed.
7. Ensure that the student(s) is working according to expectations of job site supervisor.
8. Assess a student(s) ability to independently perform a learned skill.
9. Make independent decisions based on various factors to resolve any problems at the work site.
10. Utilize computer to enter data and operate other software as needed to perform the essential functions of the job.
11. Document student progress.
12. Maintain a high level of confidentiality, a professional demeanor.

APPLICATION PROCEDURE

Submit an application that is found at:

<http://haywoodschoools.com/haywood-county-schools/employment/>

or send a resume to Toni Eubanks at: toni.eubanks@hcsk12.net

Haywood County Schools does not discriminate on the basis of race, color, national origin, age, religion, political affiliation, disability, or sex in its educational programs or employment. 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 of program for which the application has been made.