

**EMPLOYMENT TRAINING SPECIALIST**

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State Job #7872

**TITLE:** Employment Training Specialist

**REPORTS TO:** Special Education Coordinator and Director of Special Education

**SUPERVISES:** N/A

**JOB FUNCTION:** Coordinate and implement job development and placement programs; assist special education students in the development of job plans related to assessment and training opportunities; consult area businesses for placement possibilities; provide extended assessments, job evaluations, training and placement for special education students in preparation for post-graduate employment.

**DUTIES AND RESPONSIBILITIES:**

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- Coordinate and implement job development and placement programs; assist individual and special education students in developing job plans related to assessment and training opportunities; consult area businesses for placement possibilities.
- Consult area employers of job development program.
- Analyze skills needed to complete job responsibilities; assist instructors in teaching these skills to students.
- Facilitate vocational assessment process for students.
- Develop individual student employment plans.
- Provide on-going contact with student from placement through retention component.
- Provide small group training in social and employability skills necessary for retaining employment and consideration for advancement.
- Complete necessary reports and submit to appropriate supervisor.
- Assist project team in coordinating services to participants.
- Provide transportation to students to and from placement job site(s) and work related business and activities.

DUTIES AND RESPONSIBILITIES (CONT.):

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- Maintain regular attendance.
- Performs other duties as assigned.

**KNOWLEDGE AND ABILITIES:**

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**KNOWLEDGE OF:**

- Applicable State and federal laws and requirements.
- Principles and techniques of vocational training and employee selection.
- Sources and methods of labor market research, data analysis and job search techniques.
- Oral and written communication skills.
- Laws, rules and regulations related to assigned activities.
- Technical aspects of field of specialty.

**ABILITY TO:**

- Promote and develop private and public employment opportunities for students and graduates.
- Encourage and recruit prospective employers.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Compile and verify data and prepare reports.
- Prioritize and schedule work.
- Maintain current knowledge of program rules, regulations, requirements and restrictions.
- Work independently with little direction.

**PHYSICAL DEMANDS:**

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- Work is performed while standing, sitting and/or walking.
- Requires the ability to communicate effectively using speech, vision and hearing.
- Requires the use of hands for simple grasping and fine manipulations.
- Requires bending, squatting, crawling, climbing, reaching.
- Requires the ability to lift, carry, push or pull light weights, up to 30 pounds.

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**EDUCATION AND EXPERIENCE:**

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- Any combination equivalent to: Bachelor's degree in Public Administration, Business Administration, Human Resources or closely related field and two years increasingly responsible experience in job placement, employment development, Human Resource administration or related field.

**LICENSES AND OTHER REQUIREMENTS:**

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- Valid Kentucky driver's license.

*Original Date:* \_\_\_\_\_

*Revision Date:* 07/2011

*Revision Date:* 07/2012

*Revision Date:* \_\_\_\_\_