

**FRESNO UNIFIED SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	Work Placement Technician	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Varies	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>WORK YEAR:</b>	Varies
<b>BOARD APPROVAL:</b>	March 24, 2010	<b>SALARY:</b>	G-35/CSEA 125 Salary Schedule

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**(Former Classification: Work Placement Specialist)**

**BASIC FUNCTION:**

Under general direction of an assigned supervisor, recruit a diverse range of students and teach pre-employment readiness skills including the demonstration of character and competencies for workplace success; provide opportunities for employment by coordinating interviews, placement and monitoring of students with employers and agencies to provide students access to high quality options and a variety of activities; contact employers in the private and public sector to develop job-training sites.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)**

Visit classrooms and observe students; conduct initial interview to assess student's pre-employment skills and behavior to determine the feasibility of entering a workability program to determine work readiness; complete intake process. *E*

Coordinate schedules for presentations of pre-employment lessons to a diverse range of special needs students; develop and compile motivational material for the program. *E*

Contact employers to develop job opportunities for a diverse range of students; review employment documents; meet with employers to coordinate interviews; assist student with completion of application. *E*

Establish collaborative relationships with staff, families, students, and employers to ensure successful placement; obtain evaluation of progress. *E*

Communicate with instructors regarding stability, grades and attendance of students at work site to assist students to stay in school on target to graduate. *E*

Compute profiles on each student enrolled in the program or students receiving placement assistance. *E*

Attend staff meetings; contact and recruit guest speakers. *E*

Assist in writing grants and compiling statistics; coordinate services with local and State agencies; refer students to agencies according to established procedures. *E*

Efficiently operate various office equipment including computer, overhead projector, calculator and scantron. *E*

Perform related duties as assigned.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: associate degree in rehabilitation, social work, psychology or related field and one year of experience related to job development activities; bachelor's degree in field preferred.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Development of job-training stations in the community.  
Child labor laws and work permit requirements.  
Employment procedures.  
IEP and transition plan requirements.  
Basic computer operation.  
Oral and written communication skills.  
Interpersonal skills using tact, patience and courtesy.  
Child guidance principles and practices related to children with special education needs.  
Problems and concerns of students with special needs.  
Correct English usage grammar, spelling, punctuation and vocabulary.

**ABILITY TO:**

Present material and communicate effectively with a diverse range of special education students.  
Establish and maintain cooperative and effective working relationships with a diverse range of students.  
Develop job training stations in the community.  
Learn, utilize and promote community resources.  
Analyze situations accurately and adopt an effective course of action.  
Communicate, understand and follow both oral and written directions effectively.  
Prepare appropriate resource materials for use with Special Education Students.  
Understand and relate to children with special needs.  
Monitor and evaluate student progress.  
Learn new or updated computer systems and programs to apply to current work.  
Communicate using patience and courtesy in a manner that reflects positively on the organization.  
Actively participate in meeting District goals and outcomes.  
Apply integrity and trust in all situations.  
Learn District organization, operations, policies, objectives and goals.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office and classroom environment; contact with dissatisfied individuals; constant interruptions.

**PHYSICAL ABILITIES:**

With reasonable accommodations, if necessary, dexterity to operate a computer and other standardized office equipment; walking at work sites and business locations; hearing and speaking to exchange information and make presentations; seeing to read; reaching overhead, above the shoulders and horizontally, bending at the waist and kneeling or crouching to retrieve items from cabinets and shelves; lifting light objects.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

*E= Essential Functions*