

Department: School Districts  
Classification: Competitive

SPEC DISK E7  
DOCUMENT 01

### *JOB PLACEMENT ASSISTANT*

DISTINGUISHING FEATURES OF THE CLASS: This position exists in a special education program in a central school district designed to develop appropriate personal and work habits and skills to allow special education students to function in a job situation. The employee in this position will assist in the development of jobs for the students, and in the development and the instruction of the students in job related skills. The work is performed under the direct supervision of a special education teacher. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Contacts area employers to develop job sites for students;  
Assess students to develop employability profile;  
Provides job training to orientate students to a work setting, shape work behavior in specific situations, instructs students on work tasks, and assists students in overcoming impediments in job performance;  
Completes all necessary documentation: student, class and program;  
Follows up on progress of students in career sites;  
Communicates with program staff information regarding students' progress, career sites, job related skills and the program;  
Assists with in-school career activities;  
Assists in the development of the program;  
Performs other duties assigned by supervisory staff.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge and understanding of special characteristics of special education students in relationship to their learning job skills and work habits; working knowledge of the principles and practices involved in developing job skills; ability to evaluate students' work performance and prepare progress reports; ability to develop jobs with area employers; ability to understand and follow oral and written instructions; ability to establish and maintain good working relationships with students and employers; ability to work independently and as a team member; ability to work with a variety of students in different environments; ability to creatively solve problems; ability to initiate empathy with the needs of special students; good judgement; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in human services or liberal arts; or
- (b) Graduation from high school or possession of a high school equivalency diploma and two years of work experience assisting in the care of handicapped individuals; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.