

Hillsboro School District 1J
Job Description
School to Work Consultant 1

IMMEDIATE SUPERVISOR School Administrator

GENERAL DUTIES

This person recruits and reconnects out-of-school youth with employment and education. Responsible for developing job shadows and internships for students. Works with a variety of students ranging in age from 14 to 21 years. Case-manages students and completes eligibility assessments. Performs receptionist, public relations, and secretarial and clerical duties as needed.

ESSENTIAL REQUIREMENTS

- A. College degree preferred
- B. Bilingual in Spanish, preferred
- C. Experience working with at-risk youth
- D. Ability to word process and operate standard office equipment
- E. Ability to communicate effectively with a variety of students
- F. Ability to manage difficult behavior problems and model appropriate behavior for a work setting
- G. Ability to work independently without direct supervision
- H. Knowledge of the elements of instruction and the ability to deliver effective training and instruction
- I. Ability to communicate effectively orally and in writing
- J. Ability to provide training at community work sites consistent with each client's targeted vocational goals
- K. Ability to analyze work sites and match students to appropriate community locations
- L. Ability to work independently with clients, parents, employers, and educators
- M. Ability to effectively work and communicate with students, parents, and school personnel from diverse cultures or backgrounds in English, Spanish, or other languages related to the job
- N. The ability to work harmoniously with others

ESSENTIAL RESPONSIBILITIES

- A. Participate in activities related to the recruitment of potential clients
- B. Assist in determining eligibility of clients
- C. Assess clients' academic abilities
- D. Develop an academic and vocational Student Action Plan
- E. Assist students in acquiring necessary mobility to keep appointments
- F. Under supervision, implement a system for disseminating information to employers
- G. Analyze work sites and match clients that are deemed appropriate by the teacher or counselor
- H. Maintain and update a system for tracking active and follow-up clients, including the assimilation of data for report filing
- I. Maintain and update system for tracking active and inactive employers
- J. Provide structured training at community job sites consistent with each client's targeted goals

- K. Provide follow-up support
- L. Collect data as necessary to document students' progress on the job
- M. Maintain an accurate case file on each client
- N. Participate in necessary meetings
- O. Gather and organize information that is useful for transition planning
- P. Attend transition planning meetings with eligible clients
- Q. Provide support to open and closed clients as deemed necessary
- R. Provide one-to-one assistance to clients in the delivery of instruction for vocational, independent living, and personal/social content areas
- S. Attend all training seminars offered, as requested by supervisor
- T. Cultivate and model a respectful working and learning environment

This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's goals.

PHYSICAL REQUIREMENTS FOR ESSENTIAL RESPONSIBILITIES

In 8-hour workday, this job requires:

- R – Rarely (Less than .5 hr per day)
- F – Frequently (2.5 – 5.5 hrs per day)
- NA – Not Applicable
- O – Occasionally (.5 – 2.5 hrs per day)
- C – Continually (5.5 – 8 hrs per day)

Physical Requirements	NA	R	O	F	C
Sitting				X	
Stationary Standing			X		
Walking (level surface)				X	
Walking (uneven surface)			X		
Crawling	X				
Crouching (bend at knees)			X		
Stooping (bend at waist)			X		
Twisting (knees/waist/neck)			X		
Turn/pivot			X		
Climbing (stairs)		X			
Climbing (ladder)		X			
Reaching overhead				X	
Reaching extension				X	
Repetitive use arms				X	
Repetitive use wrists				X	
Repetitive use hands grasping				X	
Repetitive use hands squeezing			X		
Fine manipulation					X
Using foot control			X		
*Pushing/Pulling Maximum weight: 40 lbs.			X		
*Lifting/Carrying Maximum weight: 40 lbs.			X		

*Identify items typically moved: _____

WORK PLACE EXPECTATIONS

- A. Work effectively with and respond to people from diverse cultures or backgrounds
- B. Demonstrate professionalism and appropriate judgment in behavior, speech, and dress in a neat, clean, and appropriate professional manner for the assignment and work setting
- C. Have regular and punctual attendance
- D. Confer regularly with immediate supervisor and work under direction of licensed staff
- E. Follow all District policies, work procedures, and reasonable requests by proper authority.
- F. Maintain the integrity of confidential information relating to a student, family, colleague, or District patron

EMPLOYEE STATEMENT

“I have reviewed the above position and understand its contents.”

“I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents.”

“I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s).”

Employee Name (print)

Date

Employee Signature

Date

12 Month Office Support Pay Schedule

Pay Grade: H

Last Revised: June 2007