



QUALIFICATIONS FOR  
WORKABILITY I (WAI) JOB DEVELOPMENT/TRAINING SPECIALIST

TRAINING

- Required: - A PPS Credential, or eligible for PPS Internship Permit
- Preferred: - Any credential(s) authorizing service as a counselor

EXPERIENCE

- Required: - That required for the credential
- Preferred: - Experience with high school/middle school special needs students  
- Teaching pre-vocational skills  
- Experience with community job development

OTHER QUALIFICATIONS

- Knowledge of: - Effective methods of testing, interviewing both individually or in groups  
- Special education students and their unique behavior problems
- Ability to: - Communicate well, both orally and in writing  
- Establish and maintain cooperative and effective working relationships  
- Assist students in making appropriate decisions regarding their vocational goals  
- Assist students toward maximum effectiveness by recommending programming to meet their needs and by providing assistance, support and counseling to students experiencing difficulties at work

COVINA-VALLEY UNIFIED SCHOOL DISTRICT

DUTIES AND RESPONSIBILITIES OF  
WORKABILITY I (WAI) JOB DEVELOPMENT /TRAINING SPECIALIST

Primary Function

The WorkAbility I (WAI) Job Development/Training Specialist, is responsible for assisting students with physical and/or learning disabilities as determined by the students Individual Education Plan (IEP).

Duties and Responsibilities

The WAI Job Development/Training Specialist:

1. Assists the Vocational Education Support Services Specialist, with interviewing students and provides guidance regarding their needs, preferences, job skills, and educational goals.
2. Coordinate and conduct job development club to provide prevocational skills workshops.
3. Assesses student needs, formulates a job search method for each student, and provides on-going evaluation of methods and progress.
4. Provides members of the community, parents, and students with information regarding the objectives employing special education students and maintains on-going contact to ensure continuing support for the program.
5. Contacts employers in the community to solicit positions for the program; surveys community employment needs and outlook; match employer needs with student qualifications; maintain current knowledge of employment trends and conditions in the community.
6. Assists students with the development of job skills, resume development, application procedures, conduct mock interviews; assist student in obtaining work permits and explain applicable requirements and restrictions.
7. Monitors students school attendance.
8. Accompanies severely disabled students off campus and provides training on a variety of tasks such as using public transportation, navigating the community, and planning their travel to the work sites.
9. Provides on-the-job training and supervision, including demonstration of tasks to ensure successful student performance.

WorkAbility I Job Development/Training Specialist

10. Visits job site and confers with student's supervisor regarding job performance, working conditions, etc.; provides assistance, support and counseling to students experiencing difficulties at work; meet with employers to discuss student performance and request job accommodations; remove students from employment as needed.
11. Monitors job coaches; provides job coaching to students regarding job-related situations and procedures.