



Thompson School District Classified Job Description

Job Title: SWAP Employment Specialist/Job Developer **FINAL**
Updated Date: May 2021
Work Year: 205 days
Department: Student Achievement Services/ Exceptional Student Services
Reports to: SWAP Coordinator

ABOUT THOMPSON SCHOOL DISTRICT:

The Thompson School District is the 17th largest school district in Colorado, encompassing 362 square miles and serving approximately 15,000 students. The district's territory includes Loveland and Berthoud, plus sections of Fort Collins, Windsor, Johnstown and unincorporated land in Larimer, Weld and Boulder counties. TSD serves students in Pre-K through 12th grade with thirteen school-based preschool programs, a dedicated preschool building, three K-8 buildings, sixteen elementary schools, five middle schools, five high schools, two charter schools and one career campus. Teachers and administrators collaborate with families and community partners to ensure that students are college, career and community ready. Visit the district website at tsd.org to learn more.

SUMMARY: Assist youth ages 16-25 in obtaining and maintaining meaningful long term employment. Develop and promote good relations with employers, district staff, and youth/clients.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Develop relationships with businesses, which result in hiring and retaining of SWAP clients.
- Assist youth/clients by modeling/teaching job seeking skills and helping them to make an informed choice regarding a compatible career choice where their interests and abilities coincide.
- Communicate with SWAP Coordinator, Assistant SWAP Coordinator, school administrators, and case managers regarding youth/clients' work experience/skill set. Refer concerns expressed by families, youth/clients or others to SWAP Coordinator.
- Model and teach self-determination, empowerment, and advocacy skills at work and personal life.
- Perform on-site evaluations and communicate with client's supervisor regarding job performance. Provide retention skills for employed clients.
- Collect data and maintain notes/reports accurately for tracking and recording clients' progress in compliance with program guidelines.
- Consult with employers on expectations including adaptations, policies, and procedures for job placement.
- Attend appropriate training, building meetings, school and community resource agency functions, including career fairs to help provide education regarding SWAP services.
- Provide follow-up services including counseling and crisis intervention with clients, families, and employers for one year following successful employment outcome.

JOB QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE, SKILLS, and ABILITY:

- Excellent customer services skills, including oral and written communications, operating knowledge and experience with software such as Microsoft Word.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to participate as an active team member and represent both TSD and DVR in the community. Knowledge of behavioral supports and strategies.
- Ability to promote and follow Board of Education policies and district practices.
- Ability to work independently and manage multiple priorities.
- Must possess strong relationship building skills. Ability to recognize and follow safety rules and work habits and report unsafe conditions to SWAP Coordinator.
- Basic math, writing, and accounting skills.
- Ability to travel to/from district and community sites in a timely manner; must have own transportation.

SUPERVISION/TECHNICAL RESPONSIBILITY:

This job has no supervisory responsibilities. Acts as a resource for SWAP program, including training, demonstrating, and answering questions.

EDUCATION AND TRAINING:

Bachelor's degree or equivalent advanced training in education or human services, or equivalent combination of education and experience.

EXPERIENCE:

0 – 2 years experience in job development, public relations, business.

CERTIFICATES, LICENSES, & REGISTRATIONS:

Valid Colorado driver's license preferred.

JUDGMENT AND DECISION MAKING:

Work is assigned by SWAP Coordinator and Assistant SWAP Coordinator and involves a lot of independent work and the ability to make sound decisions. Work is guided by Thompson School District policies and procedures. Decision making requires collaboration with Division of Vocational Rehabilitation, High School staff, (teachers, counselors, etc) other SWAP providers, area business contacts and co-workers. Supervisors are occasionally involved in decision making.

DIVERSITY OF DUTIES:

Duties are less routine, but within a particular field of endeavor, and involve structured work following a limited number of established systems, operations and other general procedures. Duties are of somewhat detailed structure with occasional variation. Duties require multi-tasking and ability to concisely communicate with supervisors, employers, clients, other agencies and HS staff.

The physical demands, work environment factors, and mental functions described below

are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee is occasionally required to stoop, kneel and crouch. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

EQUAL EMPLOYMENT OPPORTUNITY:

Thompson School District shall not discriminate in its employment or hiring practices on the basis of race, ethnicity, religion, sex, sexual orientation, age, marital status or disability. The Superintendent is committed to cultural diversity among district personnel as a means of enriching educational experience. The District shall identify, solicit, and consider applicants for employment from a broad spectrum of qualified individuals who will contribute to that effort.

NOTE: This job description is not intended to be an exhaustive list of all duties, responsibility, or qualifications associated with the job.