

## SPECIAL EDUCATION JOB SUPPORT AIDE

DISTINGUISHING FEATURES OF THE CLASS: Work involves responsibility for providing specialized on-site and off-site assistance and support to high school students in the development of job skills including pre-employment and employment skills, job search and securing a job, sustaining employment. Responsibilities include supporting work experience opportunities for special education students by maintaining liaisons with community businesses and organizations, providing information and/or direction to students, and promoting programs with staff and parents. Incumbents assist with matching student skills with employer needs and facilitate job placements, training the students and ensuring that duties are performed in accordance with employer standards. Work is performed under general supervision of school special education staff, with leeway allowed for exercise of independent judgment in carrying out details of the work. Supervision of other employees is not a responsibility. Performs related work as required.

### TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists with coordination of job placements by communicating with potential employers to clarify work program details and parameters;

Reviews specific job responsibilities with the employer and develops task analysis and performance goals prior to matching the participant to a job;

Reviews the participant's work interests and aptitude for job placements;

Interviews and counsels participants with regard to specific job opportunities;

Instructs participants on the fundamental duties of an employee such as arriving to work on time, proper dress, personal hygiene, etc;

Tutors students in vocational skills such as work requirements, interviewing skills, self-advocacy, determination, etc. for the purpose of enhancing readiness for employment;

Trains and supervises participants on specific job duties and responsibilities as required by the employer at the work site;

Identifies any work adjustment problems and/or challenges and works with participant to problem solve, develop and carry out plans to address such problems or challenges;

Provides positive reinforcement at every opportunity;

Teaches and provides opportunities for practice of self-advocacy;

Assists participant in socialization at work site during breaks and lunch;  
Develops specific task analysis for each participant's job assignment;  
Documents daily activities and collects data on job performance;  
Prepares simple records and reports on participants' progress and activities, as required;  
Performs a variety of related activities as required.

*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Ability to maintain good working relationships with area businesses and employers; ability to establish good working relationships with others, including individuals with developmental disabilities; ability to plan and review the work of others; ability to communicate effectively both orally and in writing; skill at job skills training; Flexibility; persistence and patience; tact and courtesy; good judgment.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and one (1) year of experience working with individuals with developmental disabilities in an educational, vocational or recreational setting.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.