

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: EMPLOYMENT SUPPORT SPECIALIST

BASIC FUNCTION:

Under the supervision of the Director III Alternative Education, coordinates the daily office operations and facilitates communications for the Alternative Education department; serves as an advocate for general education and in service trainings.

assignment performed by

Communicates with educators, students, personnel, parents, guidance counselors, employers, and outside agencies to exchange information and resolve issues or concerns; serves as a main contact for internal and outside contacts.

Monitors inventory levels of office and designated program supplies; orders, receives and maintains appropriate levels of inventory as required; transports supplies and materials to assigned work sites.

Operates a variety of office equipment including a fax machine, copier, printer, AV equipment, digital camera, a computer and assigned software; drives a vehicle to conduct work and to transport students from and from various sites.

Operation of a variety of office equipment, a computer and assigned software.

Oral and written communications skills.

Methods of collecting and organizing data and information.

Public speaking and presentation techniques.

ABILITY TO:

Analyze job opportunities in the community for compatibility with specific vocational skills of special needs students.

Facilitate the transition of students into adult working environments.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a desktop computer and other office equipment.

Reaching overhead, above the shoulders and horizontally.

Stooping and bending to maintain and retrieve files.

Hearing and speaking to exchange information in person or on telephone;

Seeing to assure complete and accurate reports.

Lift or carry light objects or materials.

Sitting or standing for extended periods of time.

Walking short distances.

Approved by Personnel Commission December 14, 2016

Kristin Olson
Director Classified Personnel Services

Date: 12/14/16