



PROFESSIONAL OPPORTUNITY

DEPARTMENT OF HUMAN RESOURCES

5225 W. VLIET ST.

P.O. BOX 2181

MILWAUKEE, WI 53201-2181

Applications for the following position are being accepted by the Department of Human Resources until May 29, 2009. **PLEASE GO TO OUR WEBSITE AT WWW.MILWAUKEE.K12.WI.US AND APPLY ONLINE TO JOB OPENING 23941 (Employment Training Specialist).**

EMPLOYMENT TRAINING SPECIALIST (10-Month Position) SCHOOL TO WORK TRANSITION PROGRAM FOR STUDENTS WITH DISABILITIES - SPECIAL EDUCATION

BASIC FUNCTION: To provide job development for competitive employment within the community, on-site job training, mobility training to and from the job site, and follow-up support for MPS students who are enrolled in special education programs. The follow up support, including referral and transition to appropriate adult and school services, community agencies and organizations, will be provided to assist the students in seeking and sustaining competitive employment and successfully transitioning to independent living.

MAJOR DUTIES AND RESPONSIBILITIES:

- Assist students referred to the Employment Training Program from schools in transitioning to appropriate adult services, community agencies and organizations in order that they will find and maintain competitive employment and transition to the maximum extent possible to independent living within the adult community.
- Conduct pre-screening interviews with students, parents and teachers of those students referred to the Employment Training Program and interpret resulting data to assist in job development and placement or recommendations and referrals to appropriate programming within MPS or to appropriate agencies.
- Develop for all students referred an individual action plan to include related training strategies, development of job readiness leading to subsequent employment, on-site job evaluation or training, further evaluation of vocational skills, enrollment in selected MPS programs, and referral to other agencies.
- Train the selected student employee according to the individual action plan and related training strategies.
- Act as a resource to the employer, providing assistance, further training and support as needed.
- Maintain records and complete paperwork as required.
- Complete other duties as assigned.

QUALIFICATIONS:

- A current five year or lifetime license in secondary special education (801, 810, 811, or 830) issued by the Wisconsin Department of Public Instruction.
- Ability to lift/carry 30 lbs.
- A minimum of three years teaching experience as a fully certified special education teacher.
- A minimum of three years hands-on experience working with secondary special education students in vocational settings.
- Willing to work a flexible schedule while training employees during the hours and days negotiated with the employer, including first and second shifts, weekdays, weekends, holidays, and normally scheduled MPS vacation periods.
- Evidence of successful completion of all phases of Marc Gold "Try Another Way" or willing to enroll in a job training/coaching workshop.
- Current driver's license.
- Demonstrated effective oral and written communication skills.
- Demonstrate experience and excellence in leadership, collaboration, management and problem solving skills.

For more information, applicants should contact Maria Ayala Smith at 475-8224.

QUALITY EDUCATION BEGINS WITH QUALITY PERSONNEL

The Milwaukee Public Schools does not discriminate in its programs, activities, facilities, employment, or educational opportunities on the basis of a person's sex, race, age, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or disability.