



POSITION TITLE: Pre-Employment Transition Services (Pre-ETS) Instructor
DATE: March 2023

SALARY: As set by Letter of Employment	IMMEDIATE SUPERVISOR: Director of Employment Services
THIS IS A: Exempt _____ Non-Exempt <u>X</u>	Hourly <u>X</u> Salaried _____
Full-Time <u>X</u> Part-Time _____	

GENERAL FUNCTION:
 The Pre-ETS Specialist works in collaboration with the Local Education Agencies (LEAs) in West Tennessee and Vocational Rehabilitation (VR) staff to provide and arrange for the provision of pre-employment transition services instruction in the five categories (below) of service delivery to students with disabilities ages 14-22 in accordance with the Workforce Innovation and Opportunity Act of 2014 (WIOA), Pub. L. 113-128, as amended.

SUPERVISORY RESPONSIBILITY:
 None

DUTIES AND RESPONSIBILITIES:

Pre-ETS Instruction Categories:

- 1. Job Exploration**
 Guide students in exploring appropriate career options in alignment with their interests, strengths, aptitudes, and abilities. This includes coordinating and facilitating shadowing experiences, informational interviews, workplace tours; guest speakers; teaching self-advocacy, workplace readiness, employer expectations, accommodations, post-secondary education, employment website exploration, field trips, mock interviews with real employers, and researching local labor market information and in-demand occupations in the community.
- 2. Work-Based Learning**
 Develop and monitor work-based learning job opportunities in the community.
- 3. Workplace Readiness**
 Provide instruction to develop resumes, cover letters, skills for social settings, independent living, interpersonal relationships, communication skills, financial literacy, job-seeking, completing applications, interviewing, and understanding employer expectations.
- 4. Self-Advocacy**
 Provide instruction in rights and responsibilities and how to request accommodations, services, and supports in education and employment settings.
- 5. Post-Secondary Education Counseling**
 Assist students with all aspects of enrollment in comprehensive transition or post-secondary educational programs at institutions of higher education, including filing applications, grants, scholarships, entrance exams, and campus tours.

General Requirements

1. Experience teaching in a classroom setting preferred.
2. Special Education experience a plus.
3. Ability to work effectively and independently from remote locations with minimal supervision.
4. Must possess excellent written and verbal communication skills.
5. Cultivate and maintain close working relationships with assigned school personnel, vocational rehabilitation staff, STAR staff, students, families, and community employers.
6. Use transition curriculum to create weekly lesson plans.
7. Great organizational skills and ability to multi-task.

8. Obtain and disseminate completed Pre-ETS documents as required by Pre-ETS contract.
9. Complete required monthly, outcome, and other reports within specified time frame.
10. Perform other duties as may be assigned.
11. Willing to travel to schools in various parts of West Tennessee.

Computer Literacy Requirements:

1. Ability to access WiFi with a laptop computer
2. Downloading files
3. Scanning and uploading/saving/emailing documents
4. Ability to connect a laptop computer to a smartboard and projection system
5. Ability to hold and participate in virtual meetings

PERSONAL RELATIONSHIPS:

The person selected for this position must establish and maintain an effective liaison with individuals both within and outside the Center. This person must have an empathetic understanding of client population and able to relate to them in a positive and supportive fashion.

PHYSICAL DEMANDS: The physical demands described here 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.

WORK ENVIRONMENT: Work environment characteristics described here 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.

DISCLAIMER: The preceding job description has been designed to indicate the general nature and level of duties to be performed by employees with this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Name (printed): _____

Staff's Signature: _____ Date: _____