



Poudre School District

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **SWAP (School to Work Alliance Program) Specialist** FLSA Status: **Non-Exempt**
 Job Family: **Program Specialist** Pay Range: **PS30H**
 Prepared/Revised Date: **May 23, 2018** Job Code: **42303**

SUMMARY: Responsible for working directly with SWAP youth, SWAP Coordinator, teachers and employers on assessment, job shadows, development plans, job placement, coaching and follow-up. Assist in coordinating with agencies for housing, transportation, mental health and other services as case manager. Report youth progress and or needs to coordinators on a weekly basis. Assist SWAP Coordinator in developing business relationships, which results in hiring and retaining SWAP clients. Assist in educating, informing and marketing SWAP to students, parents, schools, and community.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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.* **Frequency of duties, percent of time and work year may vary based on department or building assignment.**

Description of Job Tasks	Frequency	% of Time
	Daily = D Weekly = W Monthly = M Quarterly = Q Annually = A	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Prepare SWAP youth with job seeking and job retention skills training and materials, such as job search, resume development, and interview skills, and guide students during job seeking activities. Set up informational interviews, job shadows and post-secondary college tours.	D	35%
2. Provide individual case management services to clients. Assist with vocational exploration, career planning and job/career development. Administer vocational assessments and coordinate with other services and agencies.	D	20%
3. Support with job coaching, including individualized strategies to enable students to cope with job challenges.	D	10%
4. Model self-determination, empowerment and advocacy skills to students and young adults.	D	3%
5. Attend work and arrive in a timely manner.	D	1%
6. Develop goals and services needed to implement and coordinate planned services in conjunction with SWAP Coordinator and DVR (Department of Vocational Rehabilitation).	W	10%
7. Maintain accurate and complete records of services to SWAP youth and complete monthly case notes.	W	5%
8. Collaborate with teachers, parents, employers, and other outside agencies to promote student success in a work-based learning experience.	W	5%
9. Develop jobs, participate in job fairs, and conduct placement activities that result in career-oriented positions.	W	4%
10. Collaborate with PSD teachers to recruit students into SWAP.	W	4%
11. Provide one year of follow-up services after students' cases are successfully closed. Conduct post-employment services with youth, employers, and families.	M	2%
12. Perform other duties as assigned.	Ongoing	1%
	TOTAL=	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Associates degree or equivalent in a related field, Bachelor's degree preferred
- Two years of related work experience required
- Equivalent combination of education and experience is acceptable High school diploma, completion of G.E.D., or equivalent vocational school or short term courses in



LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Valid Colorado driver’s license

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Customer service and public relations skills
- Critical thinking and problem-solving skills
- Knowledge of community resources, agencies and employers
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, Superintendent policies, and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Office and/or other department software packages

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Direct reports:	This job has no direct supervisory responsibilities.	

- Responsible for supervising the behavior and well-being of students in the classroom and getting on and off the bus

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *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 ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit		X		
Use hands to finger, handle or feed		X		
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste	X			
Smell	X			



WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				x
Up to 25 pounds	x			
Up to 50 pounds	x			
Up to 100 pounds	x			
More than 100 pounds	x			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			x	
Analyze				x
Communicate				x
Copy	x			
Coordinate				x
Instruct				x
Compute		x		
Synthesize		x		
Evaluate			x	
Interpersonal Skills				x
Compile		x		
Negotiate		x		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	x			
Work near moving mechanical parts	x			
Work in high, precarious places	x			
Fumes or airborne particles	x			
Toxic or caustic chemicals	x			
Outdoor weather conditions	x			
Extreme cold (non-weather)	x			
Extreme heat (non-weather)	x			
Risk of electrical shock	x			
Work with explosives	x			
Risk of radiation	x			
Vibration	x			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	x
Distance vision (clear vision at 20 feet or more)	x
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	x

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	x
Moderate	
Loud	
Very Loud	