

JOB TITLE: WORK EVALUATOR

JOB DESCRIPTION:

This employee is to provide a systematic process of evaluating the career interests, needs, aptitudes, and readiness of students with special needs. The work evaluator will work closely with the staff at schools to develop and maintain a career and technical assessment program that meets the needs of the participating students.

The duties of this position will include, but are not limited to:

1. Plan, organize, implement, and maintain the career assessment program consistent with federal, state, and district guidelines.
2. Select, administer, and score a variety of assessments to measure students' aptitudes, educational achievements, perceptual motor skills, and other career related areas.
3. Implement the following student assessment procedures:
 - a. Coordinate with school staff to gather pertinent student information prior to testing.
 - b. Administer academic and career related tests.
 - c. Observe student behavior to rate strengths and weaknesses.
 - d. Interview and discuss career ideas with students.
 - e. Diagnose career interests, needs, aptitudes, temperaments, learning styles, and readiness of students.
 - f. Review records and other data to assist with assessment of students.
 - g. Evaluate student progress via written reports and conferences.
 - h. Provide appropriate follow-up reports to school personnel, community agencies, students, and parents.
4. Participate in Exceptional Student Education and Career and Technical Education committees.
5. Interpret reports and make recommendations to other staff members and parents regarding student transition needs.
6. Continue professional growth through attending school and district meetings and inservice programs, participating in workshops and conferences, visiting related facilities, reading related literature, and exchanging ideas with other staff members.
7. Select, develop, prepare, update, and maintain career assessment materials and equipment in accordance with program needs and requirements.
8. Maintain adequate records to facilitate conferences with students, parents and school personnel, and to complete appropriate reports for local, state and federal agencies.
9. Assist in the presentation of the evaluation results to the student, parent, school personnel and other authorized recipients as needed.

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10. Provide training to teachers regarding the interpretation of work evaluation results for use in transition planning.
11. Supervise transition assistants as assigned.

REQUIRED QUALIFICATIONS:

1. Bachelor's degree
2. Valid Florida teacher certification in any area
3. Minimum of three years teaching experience

DESIRED QUALIFICATIONS:

1. Master's degree and/or graduate hours
2. Vocational or Exceptional Student Education certification
3. Computer technical skills
4. Experience working with ESE students