

POSITION: VOCATIONAL ASSISTANT

Department/Site: Special Education FLSA: Non-exempt
Reports to/Evaluated by: Special Education Supervisor

Salary Ranges:

Current 57

Effective November 1, 2007, Range 58

Effective July 1, 2008, Range 59

Effective July 1, 2009, Range 60

SUMMARY

Provides vocational training to students with moderate to severe disabilities in community sites. Communicates effectively with teachers, employers and supervisors regarding student progress. Participate in staff development trainings and implement vocational programs for students. Assists with students' transition from school to work by reinforcing life skills and serving as a job coach at the work site.

Distinguishing Career Features

The Vocational Assistant represents the first in a two-level career ladder, concentrating on intake and training students with disabilities at employment sites. Advancement to the Vocational Advisor requires competency in pre-employment activities such as instructing students on job search skills and resume writing, researching and locating employers with potential job offerings, and matching student backgrounds with jobs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Transports students to job sites and assists students in learning employment skills.

Works with students to verify skill level and appropriate job match. Provides individual assistance for students by critiquing, advising, and training at the job site. Develop necessary accommodations for job site.

Assists students in learning pre-employment skills such as grooming, hygiene, travel skills, transaction handling skills (money and common forms), and community awareness.

Maintains up-to-date job lists consisting of employer information and job specifications including task analysis. Maintains, updates, and distributes job related data to teachers, employers, supervisors and parents.

Refers students to suitable employment and volunteer opportunities and/or internships and coordinates referrals and services with specially-funded work programs. Assists in the development of job training-related activities.

Enters student employment and other data onto student information systems. Assists students by processing work permits.

Compiles data for reports on referrals, job placement transactions, retention, and success rates. Assists with local labor market surveys that identify potential employment opportunities and rates of pay.

Advocate/represent student at the worksite as well as other community locations and ensure equity for all students. Performs other duties as assigned that support the overall objective of the position.

QUALIFICATIONS

Education and Experience

The position typically requires a high school diploma and two years of experience in an employment, training, or special education area.

Knowledge and Skills

Requires a basic knowledge of employment procedures including those for reaching students with special needs and assuring equal employment opportunity. Requires basic knowledge of publicly funded job and training programs. Requires knowledge of the rules and regulations governing student employment. Requires a basic knowledge of the features of payroll and employee benefit plans. Requires demonstrated skills at using a personal computer for word processing, tabulating data on spreadsheets, accessing and entering data to computerized student files using established data entry screens. Requires sufficient math skills to compute sums, averages, products, and quotients. Requires sufficient human relation skills to convey private information, to give instructions and conduct interviews, and to facilitate discussions. Requires language, grammar, and writing skill to prepare documentation of work activities.

Abilities

Requires the ability to carry out all aspects of the position. Requires the ability to interpret the policies, procedures, techniques, and rules governing student and young adult employment and vocational job placement. Requires the ability to achieve harmony and cooperation in communications with others. Requires the ability to prepare professional correspondence for routine communications. Requires the ability to learn and apply laws, regulations, policies and procedures for equal employment opportunity. Requires the ability to maintain up-to-date files and ensure security of private information.

LICENSES AND CERTIFICATES

May require a valid driver's license.

WORKING CONDITIONS

Work is performed indoors and in employment locations where minimal safety considerations exist.

Physical Abilities

The position incumbent must be able to function indoors in an office environment engaged in work of primarily a sedentary nature. Requires ambulatory ability to sit, often for long periods of time, and move to campus locations on an occasional basis. Requires the near visual acuity to read printed materials and microcomputer screen. Requires auditory ability to carry on conversations in person and over the phone. Requires the ability to retrieve work materials. Requires manual and finger dexterity to write, to keyboard at an acceptable rate and operate microcomputer, and other office equipment, almost constantly requiring repetitive motions.

APPROVED BY PERSONNEL COMMISSION: August 23, 2007