



For the future of every student

CLASS TITLE: SPECIAL EDUCATION VOCATIONAL SPECIALIST

BASIC FUNCTION:

Under the direction of the Director of Specialized Student Support Services, assist special education students in the development of pre-vocational skills to enhance school to career awareness and transition; develop and implement appropriate pre-vocational projects and activities to meet the needs and interest of assigned students.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Assist special education students in the development of pre-vocational skills to enhance school to career awareness and transition; monitor, assess and adjust training and development activities in response to student progress and performance.

Assist in providing supervision, instruction and evaluation of students in vocational areas such as gardening, drafting, woodworking, landscaping, horticulture and construction; develop and implement pre-vocational projects and activities to meet the needs and interests of students.

Provide pre-vocational training to enhance vocational skills among assigned students; explain a variety of vocational functions, tasks and activities; assist students by answering questions, providing proper examples, emotional support, friendly attitude and general guidance.

Demonstrate a variety of vocational functions, tasks and activities for students; explain vocational practices, techniques, procedures, tools, equipment and terminology; explain and assure student understanding of vocational assignments and instructions.

Assist in developing work areas, work stations and instructional materials; modify and adapt tools, materials and work stations to meet student needs; prepare, arrange and set up tools and equipment for student use; explain and demonstrate proper methods for utilizing tools and equipment.

Assist student with completing various classroom assignments, homework and projects related to vocational development; monitor, oversee and assist students with drills and practices; explain and assure student understanding of classroom, job site and other assignments

Assist in assessing and evaluating student vocational functioning, abilities, aptitudes and competencies such as tool usage and manipulation ability and behavioral levels; assist in the administration of situational and interpretive vocational tests.

Compile information and prepare and maintain various records and reports related to assessment, students and assigned activities; assist with recording grades and attendance.

Assist in developing, implementing and providing appropriate pre-vocational job training strategies.

Monitor inventory levels of classroom supplies and equipment as directed; assist in ordering receiving and maintaining inventory of classroom supplies; maintain and repair vocational equipment as needed.

Attend and participate in various meetings and workshops as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

General practices, procedures and techniques involved in providing vocational training and development.
Principles, methods, tools, equipment, procedures and techniques of assigned vocational trades such as woodworking, cabinetry, construction, drafting and gardening.

Student guidance principles and practices related to students with special education needs.

Principles, practices and procedures of vocational training programs.

Basic instructional methods and techniques.

Job site procedures and appropriate student conduct.

Problems and concerns of students with special needs.

Diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of students.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Record-keeping and report preparation techniques.

ABILITY TO:

Assist special education students in the development of pre-vocational skills to enhance school to career awareness and transition.

Assist in providing supervision, instruction and evaluation of students in vocational areas such as gardening, drafting, woodworking, landscaping, horticulture and construction.

Develop and implement pre-vocational projects and activities to meet the needs and interest of students.

Demonstrate a variety of vocational functions, tasks and activities for students.

Explain vocational practices, techniques, procedures, tools, equipment and terminology.

Utilize and demonstrate the use of various equipment used in assigned vocational trades.

Understand and relate to students with special needs.

Observe health and safety regulations.

Maintain records and prepare reports.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Maintain regular and consistent attendance.

EDUCATION AND EXPERIENCE:

Possession of a High School Diploma or a GED

AND

Complete at least 2 years of study at an institution of higher education (college level)

OR

Obtained an associate's (or higher) degree

OR

Met (pass) an assessment that demonstrates knowledge of and the ability to assist in teaching reading, writing, and mathematics OR reading, writing, and mathematics readiness.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information.

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.

Bending at the waist kneeling or crouching.

Lifting, carrying, pushing and pulling moderately heavy objects as assigned by the position.

Reaching overhead, above the shoulders and horizontally.

HAZARDS:

Working around and with machinery having moving parts.

Approved by Personnel Commission:

06/18/2008