



For the future of every student

## **CLASS TITLE: EMPLOYMENT TRAINING ASSISTANT**

### **BASIC FUNCTION:**

Under the direction of the Executive Director of Special Education, provide special education students with job training, coaching, assistance and guidance in the enhancement of job searching and vocational skills; perform a variety of employment development and placement activities.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

Work collaboratively with the Executive Director and Job Placement Specialist to support student and program needs, priorities, issues and projects, and to solve problems. Receive instructions, work assignments and day to day guidance from the Job Placement Specialist.

Provide special education students with job training, coaching, assistance and guidance in the enhancement of job searching and vocational skills; monitor, assess and adjust training and development activities in response to student progress and performance.

Interview and assess students in the identification of needs, interests and abilities to determine appropriate vocational goals and objectives; determine if students are work-ready; refer students to potential employers and other opportunities according to needs, interests and abilities.

Assist students with developing vocational, employability and job searching skills; assist students with collecting information related to job openings, and developing resumes and interview skills; assist students in completing applications and pre-employment paperwork; conduct mock interviews.

Research employment opportunities for students; initiate, develop and maintain an employer base for student placement; establish and maintain contact and partnerships with employers to facilitate and enhance employment opportunities.

Assist students in establishing and pursuing employment plans, goals and objectives; work with students in preparing master job applications and obtaining required personal information; prepare and develop student portfolios as required.

Confer with students to monitor employment and job searching progress; monitor and assess student progress at work sites; conduct follow up, job coaching, and post employment services with employers and students in accordance with established timelines and procedures.

Advise and confer with students regarding appropriate job site conduct, punctuality, work ethics, hygiene, attire, grooming, etiquette, attitude, behavior, transition and personal appearance; assist students with utilizing public transportation and purchasing appropriate attire.

Visit job sites to oversee and monitor progress of student vocational activities; assure students are placed with appropriate employers; confer with employers concerning student performance and progress.

Provide on-the-job training and coaching to develop employment skills for assigned students; demonstrate a variety of vocational functions, tasks and activities; explain vocational practices,

techniques, procedures and terminology

Meet and confer with students, teachers, parents and others to discuss and assess job and vocational training needs, goals, issues and activities.

Evaluate jobs at work sites by observing workers and conferring with supervisors; assess skills and duties required for various employment opportunities and assure student referrals are aligned with requirements; provide employers with strategies for modifying job tasks to meet student needs.

Compile information and prepare and maintain various records, reports and files related to students, employers, job opportunities, placement, progress and assigned activities; maintain and update case notes for assigned students.

Communicate with District personnel, faculty, local agencies, students, parents and various outside organizations to exchange information and resolve issues or concerns.

Operate a variety of office equipment including a copier, fax machine, typewriter, computer and assigned software; drive a vehicle to conduct work.

Assist students with resolving employment issues; keep students, staff and parents current concerning student employment issues and progress.

Other duties as assigned that support the overall objective of the position.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

General practices, procedures and techniques involved in providing job site and employment training, coaching and guidance.

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

Community agencies providing vocational opportunities to special education students.

Basic instructional methods and techniques.

Employment and training needs of special education students.

Job site procedures and appropriate student conduct.

Problems and concerns of students with special needs.

Operation of standard office and job site equipment.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Record-keeping and report preparation techniques.

##### **ABILITY TO:**

Provide special education students with job training, coaching, assistance and guidance in the enhancement of job searching and vocational skills.

Assist students with developing vocational, employability and job searching skills.

Research, develop and maintain employment opportunities for students.

Learn policies and objectives of assigned program and activities.

Identify and evaluate student interests, needs and abilities.

Refer students to potential employers according to needs, interests and abilities.

Explain and demonstrate a variety of vocational functions, tasks and activities.

Monitor and assess student progress.

Operate standard office equipment including a computer and assigned software.

Understand and relate to students with special needs.

Maintain records and prepare reports.  
Meet schedules and time lines.  
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:**

Any combination equivalent to sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above. Typically, this would be gained through: graduation from high school and two years experience working with vocational, instructional or related programs including work with special education students.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor 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 for extended periods of time.  
Bending at the waist, kneeling or crouching to file and retrieve materials.

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Approved by Personnel Commission: 09/19/2007  
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