DEFINITION

Under the supervision of the program administrator and the direction of a specific certificated staff member, to help train students participating in the Workability program in developing job skills; provide systematic training and supportive services to assist with maximum job retention and success.

PRIMARY DUTIES AND RESPONSIBILITIES

- Implements direct instructional plan for consumers at work site including specific skill training, ensures adherence to job contract requirements, provides training as needed in appropriate work behaviors.
- Train and supervise students in a work crew setting.
- Identify and respond appropriately to the needs of workers; report any concerns to the Vocational Technician.
- Collects data and maintains records, accurately and in a timely manner, as directed.
- Attends monthly Vocational Education meeting with special education staff.
- Take advantage of opportunities to expand and develop expertise and knowledge in areas necessary to meet job responsibilities and to improve job performance.
- Other duties as assigned by the Director of Special Education or designee.

GENERAL QUALIFICATIONS

Knowledge of:

- Child growth and development principles.
- Academic instruction/behavioral management.
- Health care procedures. Training provided for specialized health care needs which do not require a health aide.

Ability to:

- Work with students with learning disabilities and development delays in a caring and enthusiastic manner;
- Demonstrated ability to communicate orally and in writing;
- Ability to work independently;
- Must possess a clean driving record
- Respect the confidentiality of school related incidents and information.
- Understand and carry out oral and written instructions.
- Maintain cooperative relationships with those contacted in course of work.
- Operate necessary program equipment.
- Maintain accurate records.
- Elicit optimum student performance.
- Maintain positive attitude toward and control of students.

DESIRABLE SKILLS

- One year of child/youth related experience or equivalent training.

EDUCATION AND EXPERIENCE
The following is preferred:

High school diploma or equivalent, additional training in child development or special education is desirable.
Displays competency in academic skills such as reading, writing, and computation (Proficiency Test).

CERTIFICATIONS REQUIRED:

Standard CPR and First Aid Certificates

PHYSICAL DEMANDS AND WORKING CONDITIONS

Light Work:

Positions in this class perform work which may include: lifting, pushing and/or pulling for at least a four hour period which does not exceed 50 pounds. Must be able to tolerate a variety of working conditions (i.e., heat and cold when working outdoors). Must have stamina and fitness necessary to work safely on physical jobs like ground maintenance and custodial.

Mobility:

Positions in this class require the mobility to stand, kneel, stoop, reach, work overhead, and bend. Must be able to tolerate a variety of working conditions (i.e., heat and cold when working outdoors)

Vision:

Positions in this class require vision (which may be corrected) to read small print.

SALARY LEVEL

Range 26 of the ACOE Classified Salary Schedule.