

AMADOR COUNTY OFFICE OF EDUCATION

VOCATIONAL TECHNICIAN

DEFINITION

Under the supervision of the Coordinator and the direction of a specific certificated staff member, performs the necessary duties to assist in the planning and implementation of a program for special needs children.

PRIMARY DUTIES AND RESPONSIBILITIES

- Assists in planning and implementing suitable learning experiences for students in the career and vocational education areas as related to special education.
- Helps students develop positive interpersonal relationships with peers and adults, and also with job site personnel.
- Assists in the observation and recording of student development and progress in regular education vocational classes and coordinates the vocational plan with the regular teachers.
- Develops job sites in the community and supervises students placed at those sites. Coordinates transportation to and from job sites.
- Actively participates in the I.T.P. Process (Individual Transitional Planning).
- Insures JTPA competencies are met with Youth Employment Program when appropriate.
- Attends required staff meetings and inservice training.
- Communicates with psychologists to plan timely and appropriate testing to be submitted for Department of Rehabilitation referrals.
- Functions as an appropriate, positive role model.
- Screens all handicapped students who meet program requirements, and in conjunction with high school counselors, special education program coordinators, and teachers, will determine which students are most in need of and would benefit from YEP (Youth Employment Program) services. Students and parents are contacted by the Technician to explain the program and the benefits available to the student.
- Provides intake and eligibility determination services to each selected student, and fills out registration and participant tracking forms. Technicians transmit these documents and perform data input and retrieval functions for the purpose of participant tracking and reporting.
- Assesses each eligible student to determine his/her specific deficits and training needs. Assessment includes gathering information from teachers and counselors, and review of available records to determine skill levels in social interaction, communication, and other relevant areas.
- Provides services, including but not limited to the following: worksite/job development, worksite agreement development, supervisor and trainee orientations, monitoring and evaluation of trainee progress, counseling and guidance, employment forms completion.
- Monitors each worksite at least once per month.
- Adheres to all policies, procedures and schedules, including but not limited to the following: eligibility determination, eligibility verification worksite agreement development, forms completion and transmittal, supervisor and trainee orientations, payroll procedures, time and attendance procedures, monitoring procedures, and restrictions.
- Maintains individual participant files which contain original forms completed on each student, copies of all eligibility verification documents, work permits, a copy of the worksite agreement, all evaluations of trainee performance, a record of all counseling and monitoring sessions, and any other information pertaining to the student's participation.

AMADOR COUNTY OFFICE OF EDUCATION
VOCATIONAL TECHNICIAN

- Provides job related counseling services for the student to ensure continued participation and success. Technicians will refer students to other counseling and guidance resources as needed.
- Assists students in contacting other agencies for assistance including the Department of Rehabilitation, Mother Lode Job Training Agency, the Employment Development Department, and local colleges when appropriate.

GENERAL QUALIFICATIONS

Knowledge of:

- Special education procedures and regulations.
- Work experience and vocational education rules.
- Techniques for dealing with special needs students.

Ability to:

- Communicates with and maintains a cooperative relationship with schools, staffs, professional, paraprofessionals and members of the community.
- Use a variety of problem-solving techniques and strategies.
- Be able to work independently.
- Establish a comprehensive and open communication network to maximize job opportunities for students.

DESIRABLE SKILLS

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

CERTIFICATION REQUIRED:

Standard CPR and First Aid Certifications

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).

PHYSICAL DEMANDS AND WORKING CONDITIONS

Light Work:

Positions in this class perform work which may include: lifting, pushing and/or pulling which normally does not exceed 50 pounds.

Mobility:

Positions in this class require the mobility to stand, stoop, reach and bend.

Vision:

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

LICENSE REQUIRED

A valid and appropriate California driver's license.

SALARY LEVEL

Range 33 of the ACOE Classified Salary Schedule.
Range 34 of the ACOE Classified Salary Schedule with CERTIFICATE as explained in Bargaining Unit Contract.