

JOB TITLE: LEAD CAREER VOCATIONAL ASSISTANT

BASIC FUNCTION

Under the direction of an administrator or designee, lead and coordinate District-wide transition programs, which include the community-based work program, the School to Employment Pathways program, the Transition Partnership Program (TPP), and the WorkAbility I program for all comprehensive and alternative high schools. Incumbents in this classification provide students, staff and the public with information through the performance of a wide variety of clerical services which directly supports learning.

ESSENTIAL JOB FUNCTIONS

- Organizes, coordinates and provides lead guidance for the work activities of assigned personnel
- Coordinates a variety of vocational and career related programs
- Develops job sites for students participating in Workability and TPP Programs
- Ensures that funding authority placement quotas are met
- Meets with teachers and other staff regularly to evaluate programs for effectiveness and productivity
- Assists in training of new personnel in various programs
- Interviews students and provides guidance regarding their needs, preferences, job skills and educational goals
- Interprets results of career and vocational assessment for individuals, families, and professionals
- Maintains frequent and regular contact with local businesses and community organizations
- Provides members of the community, business organizations, parents, and students with information regarding the objectives of employing students with special needs and maintains ongoing contact to ensure continuing support for the program
- Contacts employers in the community to solicit positions for the program, and surveys community employment needs and outlook
- Maintains permanent records and related student data
- Maintains program-related databases and spreadsheets (e.g., WorkAbility I)
- Conducts follow-up studies as needed
- Completes regular reports on student activities
- Sets up and arranges transportation for field trips, campus tours, and other career awareness activities
- May provide instruction to classes regarding employment related information
- May transport students in District vehicle
- Provides mobility training to students as needed
- Provides job coaching support to students
- Participates in IEP meetings as needed
- May administer routine First Aid and contact appropriate person and agency in event of serious illness or injury
- Performs other duties related to the class as assigned

JOB REQUIREMENTS – QUALIFICATIONS

Skills, Knowledge and/or Abilities Required:

Skill to:

- Operate computer terminals and other office machines and equipment
- Use software applications such as Microsoft Word, Excel and other job-related software
- Communicate effectively both orally and in writing
- Be thorough in gathering all information necessary to gain an understanding of the applicants' skills, abilities, needs and interests
- Use good judgment when handling difficult situations
- Prepare reports and maintain applicable budgets

Knowledge of:

- Vocational education methods, models and curricula
- Effective vocational training techniques
- Methods used in the identification and development of job placement opportunities in the community
- Physical, intellectual, social and emotional growth of Special Education students
- Training methods and procedures
- Interviewing Techniques
- Modern office practices and procedures
- Good public relations

Ability to:

- Establish a mutual understanding of roles and mutual respect with the students
- Be sensitive to the students' feelings and needs for assistance
- Establish and maintain positive and effective working relationships with teachers, students, parents, employers and job coaches
- Motivate, encourage and guide/model best behaviors to students participating in the programs
- Learn, interpret, and apply legal mandates, policies, rules and regulations, and operational procedures pertaining to the District or individual schools
- Organize a variety of tasks to achieve program objectives
- Facilitate collaboration among staff personnel and community networks
- Effectively coordinate the work of others
- Monitor student, family, and agency participation in transition planning and implementation
- Promote team building and a positive work environment
- Work independently, prioritizing tasks, and utilizing effective time management skills
- Prioritize needs and solve problems independently as appropriate
- Assemble diverse data and prepare clear and concise reports, correspondence and related material
- Suggest procedural improvements to supervisor as appropriate
- Maintain a high level of professionalism within the District and community
- Work a flexible schedule
- Drive to various work sites and other community locations and among District schools and sites
- Keyboard at an acceptable rate of speed.

PHYSICAL DEMANDS

Persons performing service in this position classification will be expected to perform medium work, which involves lifting no more than 50 pounds at a time with frequent lifting or carrying of objects weighing up to 25 pounds. If someone can do medium work, it is deemed that he or she can also do sedentary and light work. *(Per the Code of Federal Regulations – Section 404.1567 “Physical Exertion Requirements”)*

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION REQUIREMENT

Experience:

Two (2) years of experience in a paraprofessional capacity in vocational programs working with teachers, special needs students and employers to achieve program objectives in an educational or social service setting.

Education:

An Associate of Arts (AA) degree in a related field is required. Additional years of the required experience may substitute for the Associate degree on the basis of one-year full-time experience for 24 semester, or 45 quarter, units of the required education.

LICENSE AND/OR CERTIFICATE REQUIREMENTS

- Possess and maintain a valid California driver's license, along with evidence of insurability.
- Possess and maintain valid First Aid and CPR Certificates.