



## HUMBOLDT COUNTY OFFICE OF EDUCATION

### **Life Skills/Special Day Class Vocational Assistant**

#### Job Summary

Under the general supervision of the designated program director, and in coordination with the student's primary special education teacher, to develop, and to a degree coordinate, school-based and community job experiences for special needs youth based upon interests and abilities and provide various support services to help ensure successful job skills acquisition while in placement. This is a 10 month position.

#### Examples of Duties

Develops in-school and community-based job experiences for Life Skills and Special Day Class students possessing varying degrees of skills and abilities; manages multiple student work crews throughout county related to job skills development; maintains inventories for student training programs, develops distributorships and delivers products throughout community for sale; serves as liaison between, and a vocational resource to Special Education staffs and parents, employers and public agencies such as the Department of Rehabilitation and Regional Center; explains program regulations and guidelines upon request; recommends appropriate skill development and training for students after careful analysis of the student's abilities and interests and the nature of the work to be performed; may recommend specific vocational goals and objectives for inclusion in Individualized Education Plans (IEPs); represents the HCOE Workability program as a member of an IEP team and in interagency meetings; monitors the progress of students while in job skills development and initiates modifications to skill development goals when appropriate; provides small group and individual assistance related to job skill development; assists Special Education teachers in developing and monitoring a student's overall transition to achieve the highest independence possible; demonstrates and models appropriate work skills and behaviors; trains students to interact and communicate with public; trains students in health and safety practices when working in community; may develop and conduct inservice programs for other staff and agency representatives upon request; assists in the data gathering process for determining a student's eligibility for subsidized services provided by the county office of education or other public agencies; identifies barriers to employment and makes recommendations regarding ways or means of reducing/eliminating such barriers; may be required to serve on an on-call basis and/or to adjust work hours in a reasonable manner to accommodate the needs of students, parents and/or employers and student work schedules; makes referral to counselors, social workers, teachers, or other appropriate agency personnel when specialized services beyond the qualifications of the caseworker are required; maintains records in compliance with program, audit and legal requirements; provide trainings and maintains reports and documentation for sub-minimum wage determinations; performs other related duties as assigned.

#### Education and Experience

Demonstration of basic competency equivalent to graduation from high school plus not less than two years of college level education or equivalent training in the field of special education or career/vocational guidance services; not less than two years experience working with youth as a

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special education classroom aide in a mild-to-moderate or moderate-to-severe Life Skills or Special Day Class setting, or at least one year special education classroom aide experience and one or more years experience as a vocational technician, rehabilitation technician or similar experience; applicants must possess a valid CA driver's license and have access to a reliable vehicle to perform certain tasks related to this position.

#### Knowledge of:

- Life Skills and Special Day classroom environments involving moderately and severely disabled students.
- Laws relating to employment of minors and the Americans with Disabilities Act.
- Workability and Department of Rehabilitation program options and eligibility requirements.
- Career paths and future educational opportunities for clients.
- Various handicapping conditions and their effect upon productivity and work site accommodations.
- Special education laws, rules and regulations.

#### Ability to:

- Work well with moderately and severely disabled students of varying ages, their family members, and agency personnel;
- Read and comprehend complex laws, rules and regulations;
- Organize work and communicate clearly and concisely;
- Follow oral and written directions.
- Work independently and exercise sound judgment;
- Maintain accurate records for program audit;
- Make formal presentations to small and large audiences;
- Lift and/or move adaptive equipment, occasionally in excess of 50 pounds;
- Adapt to changing work demands including adjustments to work schedule;
- Manage task priorities to meet deadlines;
- Work under varying degrees of stress;
- Establish and maintain effective working relationships with a variety of individuals and groups;
- Read and comprehend fine print, such as contracts, spreadsheets, texts, catalogs, etc;
- Communicate effectively via telephone, computer modem and in person.

Range: 36

Personnel Commission Approval: 5/13/2014

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