

	Vocational Technician	<p style="text-align: center;">Classified Position</p> <p>Initial Date: May 4, 2015 Board Approval: May 12, 2015 Revision Date: May 4, 2015 Personnel Commission: May 20, 2015 Range: 41</p> <p>Reports to Career/Job Training Coordinator</p>
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DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

Under general supervision, to help coordinate and assist in the delivery of vocational services to students enrolled in WAI-TPP program in the district.

REPRESENTATIVE DUTIES:

- Recruit, screen, assess, counsel, and train students in a wide variety of jobs
- Develop jobs and job training sites for placing students with special needs
- Coordinate with outside agencies, including the Department of Rehabilitation, Regional Center, and the Employment Development Department
- Maintain detailed records on students, including required year-end reporting and follow-up data
- Assist in implementing and coordinating vocational services specified in students' Individualized Education Plans
- Performs other duties as required

KNOWLEDGE AND ABILITIES:

- Knowledge of community resources for employment,
- Knowledge of the socioeconomic, cultural, and employment barriers that affect persons with disabilities
- Knowledge of or Ability to learn the occupational outlook of Santa Clara County;
- Ability to match students to jobs based on their abilities
- Establish an effective communication network with community employer
- Ability to articulate thoughts effectively both in writing and in speaking
- Knowledge of how to resolve conflicts between employers and students
- Be self-motivated and require a minimum of supervision
- Ability to speak Spanish desired
- Ability to learn and apply the basic principles of delivering vocational services to high school special needs students
- Ability to cover other work stations
- Ability to deal with interruptions and/or distractions
- Ability to deal with both adults, adolescents in a school setting and the community including those individuals with special needs
- Ability to work independently with little direction
- Ability to maintain records and prepare reports
- Ability to communicate effectively both orally and in writing
- Ability to establish and maintain cooperative and effective working relationships with others

EDUCATION AND EXPERIENCE:

- High school diploma or equivalent is required
- Experience either in an educational or business setting, preferably in a position responsible for employee training
- Experience with special needs populations
- Prior experience working with high school age students, particularly those with physical and learning disabilities
- Experience as a parent or volunteer experience with a youth organization qualifies

LICENSES AND OTHER REQUIREMENTS:

- Current California Drivers License required
- May require pre-employment physical examination

WORKING CONDITIONS:

ENVIRONMENTAL CONDITIONS:

- Indoor office environment; school setting subject to frequent interruptions
- Temperature - normal climate
- Able to work in school, community and office environments
- Work under pressure of deadlines and time constraints
- Maintain emotional control under stress
- Requires meeting multiple demands

PHYSICAL DEMANDS:

- Dexterity of hands and fingers
- Lifting, carrying, pushing, pulling as assigned by position
- Seeing, hearing and speaking to exchange information
- Moderate to high stress level
- Daily contact with students, teachers, all school and District staff, parents, community members and outside agency personnel

HAZARDS:

- Exposure to and contact with blood and other body fluids; exposure to communicable diseases
- All body fluids shall be handled as if infectious; universal precautions policy to be consistently implemented
- Subject to exposure to communicable or infectious diseases
- Extended viewing of computer monitor
- Tasks involving extended periods of times at a keyboard or work station
- Tasks may be performed with exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances

EMPLOYMENT STANDARDS:

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. Individuals must maintain a professional attitude and appearance.