



STOCKTON UNIFIED SCHOOL DISTRICT

CLASS TITLE: SPECIAL EDUCATION VOCATIONAL TECHNICIAN

BASIC FUNCTION:

Receives general supervision from a management position or designee to provide a variety of career and vocational opportunities for individuals with exceptional needs; assist with providing assessment and training services including interest inventory testing, career exploration modules, simulated work offerings, specific skill training, and interview and resume writing training; conduct intake/exit interviews with parent, student and staff; and perform related duties as required.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Assist with identifying/developing prospective work sites for individuals with exceptional needs.

Provide transportation and assistance with interviews.

Provide mobility/travel training.

Assist with monitoring the performance of students placed on the job.

Provide liaison services between student's employer and staff.

Assist students in developing and refining occupational goals.

Maintain appropriate records and central information file.

Assist students in completing enrollment forms.

Assist students in developing grooming, communication skills, problem solving, attendance, public contact and other appropriate work behaviors.

Represent program at Individual Educational Plan (I.E.P) meetings.

Assist in the development and implementation of career training modules.

Collect intake data on previous work experience.

Special Education Vocational Technician – Continued

Assist with preparing career informational materials.

Observe students and report behavior to certificated instructor.

Maintain regular and prompt attendance in the work place.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Learning requirements of individuals with exceptional needs; effects of disabilities upon work-related functions.
- Community employers, agencies, work sites, and other resources.
- Behavior management techniques.
- Vocational assessment techniques; task analysis and observation techniques; career exploration/awareness techniques.
- Interviewing techniques.
- Independent living skills and requirements.
- English usage and grammar.
- Oral and written communication skills.

ABILITY TO:

- Work effectively with individuals having exceptional needs; demonstrate an emphatic and receptive attitude with these students.
- Establish and maintain effective working relationships with teachers, employers, and others.
- Communicate effectively, orally and in writing.
- Observe, interpret, and analyze performance and work-related behaviors.
- Perform routine clerical duties.
- Deal appropriately with behaviors exhibited by individuals with exceptional needs.
- Integrate relevant data to develop student evaluation reports.
- Work independently with a minimum of supervision.
- Learn to operate on line data terminal.
- Work effectively with a variety of community service agencies.
- Physical capability to perform job tasks.
- Identify and evaluate work opportunities for students.
- Develop and maintain cooperative working relationships with those contacted in the course of work.
- Carry out oral and written directions; write and speak at a level sufficient to fulfill the duties to be performed for the position described.

Special Education Vocational Technician – Continued

EDUCATION AND EXPERIENCE:

Any combination of education, training and/or experience equivalent to a two year degree in human services, social services, or rehabilitation/vocational education, and one year experience with exceptional needs students.

License or Certificate

Possession of a valid California driver's license is required.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment.

PHYSICAL DEMANDS:

Employee in this position must have/be able to:

- Enter data into a computer terminal/typewriter and operate standard office equipment.
- Sit for extended periods of time.
- See and read a computer screen and printed matter with or without vision aids.
- Hear and understand speech at normal levels and on the telephone, with or without hearing aids.
- Lift and/or carry up to 25 lbs at waist height for short distances.
- Bend at the waist.
- Reach overhead, above the shoulders and horizontally, grasp, push/pull.
- Frequently lift and carry up to 15 lbs for short distances.

Board Adopted: 1/11/05
CSEA Chapter 821
Salary Range: 37