

WALNUT VALLEY UNIFIED SCHOOL DISTRICT

JOB TITLE: CAREER VOCATIONAL ASSISTANT

BASIC FUNCTION

Under direction of an assigned administrator or designee, to assist students with special needs to gain skills in successfully seeking, obtaining and maintaining employment in the community; to contact employers for identifying possible employment opportunities for students; to provide support to students in work experience jobs; to serve as liaison between teachers, students and employer to perform a variety of clerical record keeping and report preparation activities. Incumbents in this classification provide assistance to students participating in work experience programs which directly supports learning.

ESSENTIAL JOB FUNCTIONS

- Assists the program administrator and the Lead Career Vocational Assistant with the identification and referral of students with special needs who are prepared for a work experience
- Interviews students and provides guidance regarding their needs, preferences, job skills, and educational goals
- Formulates a job search method for each student, and provides on-going evaluation of methods and progress
- Provides members of the community, business organizations, parents, and students with information regarding the objectives of employing students 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
- Identifies and analyzes job requirements in order to match the student's capabilities to the job
- Identifies employment barriers
- Assists students on an individual or group basis with the process of finding employment
- Assists students in preparation of resumes and in completion of applications for employment
- Assists students to prepare for interview process
- Accompanies special needs students off campus and provides training in a variety of tasks such as using public transportation, planning their travel to the work site; may require the use of private vehicle, subject to mileage reimbursement for assigned work-related travel
- Provides on-the-job follow-up to ensure successful student performance
- Visits job sites and confers with supervisors regarding job performance and working conditions
- Provides job coaching to students participating in work-based programs
- Maintains regular contact with employers and potential employers
- Establishes and maintains records and files of potential and existing job sites and employment opportunities
- Maintains working knowledge of current employment laws and practices
- Attends and participates in meetings, luncheons and other events related to assigned activities
- Assists in the compilation of information and completion of district and state mandated reports
- Assists with maintaining data base and spreadsheets for compliance with CDE
- Provides mobility training to students as needed
- Assists students with post-secondary planning
- Completes a variety of forms and reports
- Operates a variety of office equipment including assigned computer hardware and software

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- 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:

- Keyboard data input on computer terminal using software applications such as Word, Excel, and other job-related databases
- Operate a variety of office machines such as typewriters, computers, calculators, copiers
- Operate a motor vehicle safely
- Communicate effectively both orally and in writing
- Be thorough in gather all information necessary to gain an understanding of student's skills, abilities, needs and interest
- Use good judgment when handling difficult situation
- Prepare required reports

Knowledge of:

- Methods used in the identification and development of job placement opportunities in the community
- Physical, intellectual, social and emotional growth patterns of students with special needs
- Procedures and methods used to provide students with educational and vocational guidance
- Training methods and procedures
- Interviewing techniques
- Modern office practices and procedures
- Good public relations

Ability to:

- Establish and maintain cooperative and effective working relationships with others
- Plan, schedule and perform a variety of clerical and typing duties in support of assigned functions
- Assemble diverse data and prepare clear and concise reports, correspondence and related material
- Maintain files and records
- Interpret and apply specific rules, policies and procedures of the office or program to which assigned
- Communicate effectively both orally and in writing
- Meet schedules and time lines
- Answer routine questions as directed on behalf of supervisor
- Work courteously and tactfully with co-workers, public and parents
- Promote team building and a positive work environment
- Adapt easily to work assignments, additional priorities, and new procedures
- Receive constructive criticism and modify work appropriately
- Prioritize needs and solve problems independently
- Maintain high level of professionalism while keeping the needs of customers a top priority

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- Maintain sensitivity, patience and the desire to work with students with special needs
- Understand and carry out oral and written directions
- 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:

One (1) year of experience working with students in an educational setting including six (6) months of experience working with students with special needs is required.

Education:

Equivalent to the completion of High School.

LICENSE AND/OR CERTIFICATE REQUIREMENT

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