



JOB DESCRIPTION
Special Education Vocational Trainer

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The Special Education Vocational Trainer under the direct supervision of the Director of Special Education, facilitates a safe and successful transition by the student into appropriate training sites.

EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:

- High School Diploma or GED

ADDITIONAL REQUIREMENTS:

- Skills testing will be required
- Must be eligible for state certification (required if hired)

KNOWLEDGE / SKILLS / ABILITIES:

- Thirty semester hours college credit with some emphasis on child growth and development or related areas; or a minimum of three years experience working directly with children or youth in instructional or child care facilities
- Ability to follow verbal and written instructions
- Ability to communicate effectively

DUTIES AND RESPONSIBILITIES:

1. Assists the Special Education/Vocational Education personnel developing community-based training sites.
2. Learns the requirements and responsibilities of the training site and at times may do the job.
3. Works side by side with the students at the training site, slowly fading out, but being available on site for any problems which might arise.
4. Develops adaptations and modifications to enhance performance and independence on the job sites.
5. Understands Department of Labor laws for community based training site.
6. Gives feedback to the appropriate teachers, employers and students so they can reinforce and follow up on any problem that may occur.
7. Orients the student prior to any placement and reviews job specific details. Provides student performance information to parents and Special Education/Vocational Education teachers periodically.
8. Keeps record/work history on each student's vocational experiences, his/her ratings, strengths and weaknesses, and recommendation for each student.
9. Facilitates the student learning in an atmosphere that promotes confidence, skills, safety and problem solving abilities.
10. The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills required.

WORKING CONDITIONS:

MENTAL DEMANDS: Able to communicate both verbally and in writing; reasoning skills; read and interpret Department of Labor Laws; maintain emotional control under stress.

PHYSICAL DEMANDS: Drive personal vehicle or commercial school bus daily; hearing and visual acuity; speech intelligibility; irregular hours, lifting (45 lbs or heavier on daily basis); other physical/environmental demands may be necessary depending on the individual job sites.

SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

Basic office equipment

Paraprofessional Pay Grade: 4

Days: 185

Wage/Hour Status: Nonexempt

Updated: September 26, 2008

The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.