

MODESTO CITY SCHOOLS

JOB DESCRIPTION

INSTRUCTIONAL ASSISTANT II-SPECIAL EDUCATION-VOCATIONAL

DEFINITION:

Under the direction of the Senior Director-SELPA and Program Manager-Special Education, provide assigned special needs students with job site and employment training and guidance in the enhancement of vocational skills and independence; visit job sites to oversee and monitor progress of student vocational activities; assist in reinforcing instruction to individual or small groups of in a community based instructional or vocational learning environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide assigned special needs students with job site and employment training and guidance in the enhancement of vocational skills; monitor and adjust training activities in response to student progress, performance and behavior.
- Establish and maintain contact with local employers providing vocational opportunities to students; visit job sites to oversee and monitor progress of student vocational activities, abilities and goal achievement; provide appropriate job training modeling and strategies.
- Organize timelines and schedule appoints for student interviews under the direction of the Program Manager-Special Education.
- Arrange and schedule interviews for students; assist students with completing applications and employment forms; assist with the preparation of resumes as needed.
- Assist in reinforcing instruction to individual or small groups of in a community based instructional or vocational learning environment; conduct individual and/or small group instructional lessons and/or activities.
- Assist students in achieving vocational goals established in their IEP's; demonstrate and model a variety of vocational functions, tasks and activities for students; assist students by answering questions, providing proper examples, emotional support, friendly attitude and general guidance.
- Assist in the coordination of District and/or public transportation for assigned students to travel to and from job sites; accompany students to and from designated locations and work sites.
- Serve as a liaison between personnel, students, employers, transportation personnel and others regarding employment and vocational training services, transportation, opportunities and placement; confer with employers, staff and others concerning student progress, performance and behavior and report information to teachers and the Program Manager-Special Education.
- Implement vocational and job site lesson plans and learning activities; assure student understanding of job site sanitation requirements, clothing standards, safety practices and behavior guidelines.
- Communicate with personnel, local agencies and various outside organizations to exchange information, coordinate activities and resolve issues or concerns.
- Operate a variety of standard office and job site equipment including a computer and assigned software; utilize and assist students in operating a variety of job site equipment including task/job analysis and goal achievement; drive a vehicle to conduct work.
- Prepare and maintain various records related to student progress, attendance, student evaluations, mileage and assigned activities; compose and distribute routine correspondence; ensure hiring packets are complete; assist with completing vocational paperwork.
- Accompany students to and from and work sites; monitor safety of students in a variety of indoor and outdoor travel settings including educational, vocational and community based settings.
- Train and supervise students at job sites; demonstrate job tasks and model work ethics for assigned students; serve as a liaison between students, employers, and teachers; maintain data related to job sites.

- Attend and participate in meetings and in-service trainings as assigned.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school and one year experience working with individuals in a vocational, educational setting or learning environment.

Licenses and other Requirements

- Requirements specified under Every Student Succeeds Act (ESSA). Special qualifications supported by Title I funds include:
 - Completed at least two years of study at an institution of higher education or,
 - Obtained an associate's or higher degree (college level) or,
 - Met a rigorous standard of quality and can demonstrate, through a formal State or local academic assessment, knowledge of, and the ability to assist in instructing, reading, writing and mathematics.
- Valid California Class C driver's license.
- Must provide a DMV printout within five work days of offer of employment.
- Maintain participation in CA DMV Assessment System/Automatic Pull Program.

DESIRED QUALIFICATIONS:

- Valid First Aid/CPR certification.

Knowledge of:

- Guidance principles and practices related to individuals with special education needs.
- Basic instructional methods and techniques.
- Community agencies providing vocational opportunities to special education students.
- Job site procedures and appropriate student conduct.
- Methods of career and vocational education and demonstration of related training techniques.
- Vocational training site dress code, rules, regulations, terminology, policies and procedures.
- Basic interviewing and advisement techniques.
- Basic subjects taught in local schools, including arithmetic, grammar, spelling, language and reading.
- Behavior management strategies and techniques relating to students with special needs.
- Problems and concerns of students with special needs.
- Diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of students.
- Principles, practices and procedures of vocational training programs.
- Operation of standard office and job site equipment including a computer and assigned software.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Correct English grammar, spelling, punctuation and vocabulary.
- Basic record-keeping techniques.
- Public relations and public speaking techniques.

Ability to:

- Provide designated special education students with job site and employment training and guidance in the enhancement of vocational skills.
- Monitor, assess and adjust training activities in response to student progress, performance and behavior.
- Visit job sites to oversee and monitor progress of student vocational activities.
- Assess student needs and abilities and provide appropriate job training strategies.
- Demonstrate a variety of vocational functions, tasks and activities.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Observe health and safety regulations.
- Maintain records and prepare reports.
- Train students in vocational, academic and community based skills.
- Perform a variety of clerical duties including typing, filing and duplicating materials.
- Provide supervision and learning activities to students in community based outings and at worksites.
- Make oral presentations.

WORKING CONDITIONS:

Work Environment:

- Indoor/outdoor environment.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate standard office equipment.
- Hearing and speaking to exchange information.
- Seeing to read a variety of materials and monitor student activities.
- Reaching overhead and above shoulders to access materials.
- Sitting or standing for extended periods of time.
- Lifting, carrying, or pushing moderately heavy objects
- Bending at the waist, kneeling or crouching to assist students.
- Walking to and from public transportation and to student work sites.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

Cabinet Approved: 2/27/96

Unit Approved: 4/18/96

Board Approved: 4/29/96

FLSA Status: Non Exempt