

VOCATIONAL INSTRUCTIONAL SPECIALIST

DEFINITION:

Under general supervision, to train, coach, supervise and assist adult students with disabilities individually and in groups in a vocational training workshop or on a job site; and to perform related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

This classification performs varied and specialized work in training adult students with disabilities, including mental health-related, organic, physical and sensory disabilities, ranging from severe to mild, in the methods of vocational tasks. Incumbents model, encourage and shape appropriate behaviors, and set up and supervise work activities. General work objectives are typically established by a special education instructor or administrator, but day-to-day work activities, procedures and equipment require the use of creativity and independent judgment.

ESSENTIAL DUTIES: The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

- Examines work projects to determine specific job tasks and assigns tasks to students based on their capabilities;
- Designs, builds and/or supplies students with special adaptive devices, production jigs, and related equipment and materials required to perform job activities;
- Monitors and revises the production process, tasks and assignments; identifies and resolves production problems and ensures timely and quality completion of all student work in accordance with contractual agreements;
- Operates and trains students in the proper and safe use of tools and equipment; services and maintains tools and equipment or arranges for their repair;
- Models and encourages appropriate behaviors, using behavior modification techniques and positive reinforcement strategies to modify and support social and occupational behavior skills for job readiness and independent living; works empathetically with students;
- Coaches and trains students on job sites in the community;
- Trains and assists students in resume and job application preparation, interviewing skills, and related job-hunting procedures;
- Recognizes and responds appropriately to individual students' medical, emotional, physical and vocational needs;
- Prepares and maintains a variety of records and reports such as productivity levels, attendance, student earnings, progress, and behavioral and training issues and needs;
- Confers with instructors and other staff regarding students' progress and problems;
- Participates in multi-disciplinary team meetings to review and assess students' goals, behavior, and needs; and in training, conferences, staff and program planning meetings;
- Develops and presents non-production learning materials and instructional activities such as daily living skills;

- Attends to a variety of administrative details such as keeping reference materials up to date, maintaining inventory and supplies; and performing office support tasks such as duplicating, and maintaining files.

MINIMUM QUALIFICATIONS:

Knowledge of:

Principles, policies, and methods used in special education vocational training programs.
Special needs, problems and sensitivities of adults with disabilities.
Developmental processes of disabled adult students including those with developmental delay, head trauma, physical and sensory disabilities.
Methods of behavior modification and positive reinforcement.
First aid and cardio-pulmonary resuscitation procedures.
Basic financial record-keeping principles, arithmetic, and standard office practices.
Safe operation and maintenance of a variety of hand and power tools.

Skill in:

Supervising, monitoring, coaching, and motivating students with varying degrees of capability.
Analyzing work projects, identifying, organizing and assigning tasks, creating jigs and adaptive devices, maintaining production, and meeting deadlines.
Assessing, monitoring, recognizing and responding to students capabilities, needs and behaviors including medical, emotional physical and vocational issues.
Operating vocational tools and equipment, standard office equipment and instructional media, including desk-top computers and common applications software.
Preparing and maintaining accurate logs, records, files, and brief reports.

Other Requirements:

Must possess a valid California driver's license and have a satisfactory driving record.

ILLUSTRATIVE EDUCATION AND EXPERIENCE: A typical way to obtain the above knowledge and skill is a combination of education and experience equivalent to:

An Associate of Arts degree with coursework related to the necessary knowledge and skills, and two years of experience related to assembly and production, work design, or supervision of adults with disabilities.

PHYSICAL CHARACTERISTICS: The physical abilities involved in the performance of essential duties are:

Working with power equipment, production chemicals, bodily fluids, and individuals with limited emotional restraint; lifting, pushing and pulling objects weighing up to 50 pounds; manual dexterity to operate equipment and manipulate objects; walking, standing, stooping, kneeling, and reaching; speech and hearing to give and receive instructions and information. This work is performed indoors and outdoors including exposure to inclement weather.