



For the future of every student

CLASS TITLE: SPECIAL EDUCATION CAREER DEVELOPMENT SPECIALIST

BASIC FUNCTION:

Under the direction of the Chief Innovation Officer and Executive Director of Special Education, assist special education students in the development of career readiness skills to enhance school to career awareness and transition; develop, implement, and monitor appropriate career readiness projects and activities to meet the needs and interest of assigned students.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Assist special education students in the development of career readiness skills to enhance school to career awareness and transition; monitor, assess and adjust training and development activities in response to student progress and performance.

Assist in providing supervision, instruction and evaluation of students in career pathways such as, but not limited to the following industry sectors: Agriculture and Natural Resources; Arts, Media, and Entertainment; Building and Construction Trades; Energy, Environment, and Utilities; Health Science and Medical Technology; Hospitality, Tourism, and Recreation; Information and Communication Technologies; Manufacturing and Product Development; Marketing, Sales and Services; Public Services; and Transportation. Develop and implement career readiness projects and activities to meet the needs and interests of students.

Provide training to enhance career readiness skills among assigned students; explain a variety of essential workplace skills, tasks and activities; assist students by answering questions, providing proper examples, emotional support, friendly attitude and general guidance.

Demonstrate a variety of essential workplace skills, tasks and activities for students; explain workplace practices, techniques, procedures, tools, equipment and terminology; explain and assure student understanding of career readiness assignments and instructions.

Assist in developing work areas, work stations and instructional materials; modify and adapt tools, materials and work stations to meet student needs; prepare, arrange and set up tools and equipment for student use; explain and demonstrate proper methods for utilizing tools and equipment.

Assist student with completing various classroom assignments, homework and projects related to career readiness; monitor, oversee and assist students with drills and practices; explain and assure student understanding of classroom, job site and other assignments.

Assist in assessing and evaluating student workplace skills, abilities, aptitudes and competencies such as tool usage and manipulation ability and behavioral levels; assist in the administration of situational and interpretive workplace skill tests.

Compile information and prepare and maintain various records and reports related to assessment, students, and assigned activities; assist with recording grades and attendance.

Assist in developing, implementing and providing appropriate career preparation and job training

strategies.

Monitor inventory levels of classroom supplies and equipment as directed; assist in ordering, receiving, and maintaining inventory of classroom supplies; maintain and repair ~~vocational~~ equipment as needed.

Attend and participate in various meetings and workshops as assigned.

Other related duties as assigned that support the overall objectives of the position.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

General practices, procedures and techniques involved in providing career readiness training and development.

Principles, methods, tools, equipment, procedures and techniques of career pathways in assigned industry sectors such as, but not limited to: Agriculture and Natural Resources; Arts, Media, and Entertainment; Building and Construction Trades; Energy, Environment, and Utilities; Health Science and Medical Technology; Hospitality, Tourism, and Recreation; Information and Communication Technologies; Manufacturing and Product Development; Marketing, Sales and Services; Public Services; and Transportation.

Student guidance principles and practices related to students with special education needs.

Principles, practices and procedures of job training programs.

Basic instructional methods and techniques.

Job site procedures and appropriate student conduct.

Problems and concerns of students with special needs.

Diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of students.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Record-keeping and report preparation techniques.

ABILITY TO:

Assist special education students in the development of career readiness skills to enhance school to career awareness and transition.

Assist in providing supervision, instruction and evaluation of students enrolled in career pathways in industry sectors such as, but not limited to: Agriculture and Natural Resources; Arts, Media, and Entertainment; Building and Construction Trades; Energy, Environment, and Utilities; Health Science and Medical Technology; Hospitality, Tourism, and Recreation; Information and Communication Technologies; Manufacturing and Product Development; Marketing, Sales and Services; Public Services; and Transportation.

Develop and implement projects and activities to meet the needs and interest of students.

Demonstrate a variety of, skills, tasks and activities for students.

Explain employment practices, techniques, procedures, tools, equipment and terminology.

Utilize and demonstrate the use of various equipment used in assigned career pathways.

Understand and relate to students with special needs.

Observe health and safety regulations.

Maintain records and prepare reports.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Maintain regular and consistent attendance.

EDUCATION AND EXPERIENCE:

Education: Graduation from high school or equivalent. Completion of at least two years of study at an institution of higher education (48 semester units), or Associates degree. If a candidate does not possess

the higher education requirement, then they must successfully pass the district's competency exam demonstrating knowledge of and the ability to assist in instructing reading, writing and mathematics (or readiness in those subjects, as appropriate).

Experience: Requires one year related experience such as development of career readiness skills to enhance school to career awareness and transition for students or young adolescents, and/or experience in one or more of the designated career pathways as outlined above.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information.

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.

Bending at the waist kneeling or crouching.

Lifting, carrying, pushing and pulling moderately heavy objects as assigned by the position.

Reaching overhead, above the shoulders and horizontally.

HAZARDS:

Working around and with machinery having moving parts.

Approved by Personnel Commission:

06/18/2008

Revised:

06/27/2022