

MIDWESTERN INTERMEDIATE UNIT IV

TITLE: Community Based Vocational Training Support Staff

DATE: February 22, 2017

APPROVED BY: MIU IV Board of Directors

REPORTS TO: Special Education Supervisor

JOB SUMMARY: Works under the general guidance of the School to Work Coordinator and respective teachers in providing on-site training and support to students with disabilities for the development of appropriate vocational and interpersonal skills for the goal of permanent, competitive and community-integrated employment.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Support students with new employee orientation and transition to the new community learning environment.
2. Reinforce and teach students the necessary vocational and social skills to better function in the work environment through role modeling, demonstration, direction and redirection.
3. Assist students in learning and transferring their knowledge and skills to the work based or job setting.
4. Provide instructional support consistent with the student's IEP and transition plan.
5. Facilitate work activities that would precede or remediate job performance.
6. ~~Transport and~~ Accompany students to worksites for interviews and shadowing experiences.
7. Provide direct support and training of students at the worksite in learning specific job responsibilities and expectations.
8. Assist and advise employers with accommodations and adaptation of the work environment to meet the individual needs of each student.
9. Participate in IEP meetings when requested.
10. Assist in the documentation of all key processes and procedures as related to the position (i.e., ISO documentation); participate on internal audit teams and submit Opportunity for Improvement (OFI) as necessary for continuous improvement.
11. Perform other duties as assigned by the supervisor.

QUALIFICATIONS:

- High School Diploma or GED required
- Specialized training and/or experience working with youth and young adults with disabilities
- Knowledge and/or experience with ADA, IDEA and various state regulations related to students and adults with disabilities
- Occupational work experience in a variety of service occupations required
- Must have valid driver's license
- Submission of pre-employment medical examination (Section 148 of the Pennsylvania School Code)
- Submission of a report of criminal history record from the Pennsylvania State Police (Section 111 of the Pennsylvania School Code)
- Submission of a clearance report from the Pennsylvania Department of Public Welfare in accordance with Act 151 of 1994
- Submission of Federal Criminal History Report in accordance with Act 114 of 2006
- Submission of Arrest/Conviction Report and Certification Form per Act 24 of 2011
- Such alternatives to the above qualifications as the Board of Directors may find appropriate and acceptable

PHYSICAL DEMANDS:

- Ability to reach above and below the waist
- Ability to use fingers to pick, feel and grasp objects
- Some stooping, bending and twisting of the body required
- Ability to lift and/or assist in lifting students of ages ranging from 3-21 and their assistive equipment or devices up to 50 lbs.
- Ability to lift and/or carry supplies and/or papers weighing no more than 50 lbs.
- Ability to stand, walk, or move throughout the classroom for extended periods of time
- Ability to perform all aspects of Safety Mechanics

SENSORY ABILITIES:

- Visual acuity
- Auditory acuity

WORK ENVIRONMENT:

- Classroom environment and/or community environment
- Subject to inside environmental conditions

TEMPERAMENT:

- Must possess excellent interpersonal skills
- Able to make judgments and work under high level of stress

COGNITIVE ABILITY:

- Ability to communicate effectively
- Ability to organize tasks
- Ability to handle multiple tasks

- Ability to exercise good judgment

SPECIFIC SKILLS:

- Must possess computer skills
- Ability to operate various school/office equipment
- Must appropriately handle confidential information

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)