



VOCATIONAL ASSISTANT

Reports to: Varies by assignment
Division: Special Education

Our ideal candidate

You are a committed professional with a nurturing and patient demeanor who enjoys working with young adults in need of specialized assistance. You are a team player who listens well and contributes to a positive and efficient work environment on behalf of colleagues, students, families, and the community. You represent the Santa Barbara County Education Office with integrity and professionalism.

General description

Provides vocational training to students with moderate to severe disabilities in community sites. Communicates effectively with teachers, employers and supervisors regarding student progress. Participates in staff development trainings and implement vocational programs for students. Assists with students transition from school to work by reinforcing life skills and serving as a job coach at the work site.

Specific duties and responsibilities

- Transports students to job sites and assists students in learning employment skills.
- Works with students to verify skill level and appropriate job match. Provides individual assistance for students by critiquing, advising, and training at the job site. Develop necessary accommodations for job site.
- Assists students in learning pre-employment skills such as grooming, hygiene, travel skills, transaction handling skills (money and common forms), and community awareness.
- Maintains up-to-date job lists consisting of employer information and job specifications including task analysis. Maintains, updates, and distributes job related data to teachers, employers, supervisors and parents.
- Refers students to suitable employment and volunteer opportunities and/or internships and coordinates referrals and services with specially-funded work programs. Assists in the development of job training-related activities.
- Enters student employment and other data onto student information systems. Assists students by processing work permits.
- Compiles data for reports on referrals, job placement transactions, retention, and success rates. Assists with local labor market surveys that identify potential employment opportunities and rates of pay.
- Advocate/represent student at the worksite as well as other community locations and ensure equity for all students. Performs other duties as assigned that support the overall objective of the position

Requirements

Education: The position typically requires a high school diploma

Experience: Two years of experience in an employment, training, or special education area.



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Knowledge of:

- Employment procedures including those for reaching students with special needs and assuring equal employment opportunity.
- Publicly funded job and training programs, and the rules and regulations governing student employment.
- Features of payroll and employee benefit plans and using a personal computer for word processing, tabulating data on spreadsheets, accessing and entering data to computerized student files using established data entry screens.
- Sufficient math skills to compute sums, averages, products, and quotients.
- Sufficient human relation skills to convey private information, to give instructions and conduct interviews, and to facilitate discussions.
- Language, grammar, and writing skill to prepare documentation of work activities.

Ability to:

- Carry out all aspects of the position such as interpret the policies, procedures, techniques, and rules governing student and young adult employment and vocational job placement.
- Achieve harmony and cooperation in communications with others
- Prepare professional correspondence for routine communications.
- Learn and apply laws, regulations, policies and procedures for equal employment opportunity.
- Maintain up-to-date files and ensure security of private information

Licenses and certificates

- Requires a valid California Class C Driver's License and insurance coverage as required by law.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program is required as a condition of employment in this classification.

Working conditions

Work is performed indoors and in employment locations where minimal safety considerations exist.

Series

Instructional Series

Salary range 64

<i>Approved by the Personnel Commission:</i>	August 23, 2007
<i>Revised:</i>	June 30, 2022
<i>Revised:</i>	May 1, 2024 (salary reallocation only)