

SCHOOL DISTRICT OF BAKER COUNTY JOB DESCRIPTION

VOCATIONAL PROGRAM ASSISTANT

QUALIFICATIONS:

- (1) Bachelor=s Degree from an accredited college or university.
- (2) A vocational background is preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to assist in the planning, implementation and evaluation of vocational programs for all vocational students with an emphasis on special needs populations.

REPORTS TO:

Director of Vocational, Adult, and Community Education

JOB GOAL

To assist special population students, composed of economically and academically disadvantaged and handicapped vocational students, including JTPA eligible students, toward successful completion of vocational programs and to assist in the implementation of vocational initiatives.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- *(1) To assure equal access to recruitment, enrollment, and placement of special populations in vocational programs.
- *(2) To assure vocational education programs and activities for disabled students are included as a component of the individualized education plan in the least restrictive environment.
- *(3) To assure vocational education planning for individuals with disabilities will be coordinated among appropriate representatives of vocational education, special education and State vocational rehabilitation agencies.
- *(4) To assist students who are member of special populations to enter vocational programs, and, with respect to students with disabilities, assist in fulfilling the transitional service requirements of Section 626 of the Education of the Handicapped Act.
- (5) To assess the special needs of students participating in programs receiving assistance under Title II with respect to their successful completion of the vocational education programs in the most integrated setting possible.
- *(6) To provide supplementary services to students in order to enhance their participation and success in vocational programs.
- *(7) To assist in the implementation of vocational initiatives.
- *(8) Prepare all required reports and maintain all appropriate records.

PHYSICAL REQUIREMENTS:

96.01

VOCATIONAL PROGRAM ASSISTANT (Continued)

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District=s approved compensation plan.
Length of the work year and hours of employment shall be those established by the District

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board=s policy on evaluation of personnel.

*Essential Performance Responsibilities

Job Description Supplement Code