

COLTON JOINT UNIFIED SCHOOL DISTRICT

CLASS TITLE: WORKABILITY TECHNICIAN

BASIC FUNCTION:

Under the direction of the Director II-Pupil Personnel Services, provide specialized education work experience and career or vocational education training to increase the employability of special education students; solicit private and public sector employers to participate in the WorkAbility I (WAI) program.

REPRESENTATIVE DUTIES:

Provide specialized education work experience and career or vocational education training to increase the employability of special education students. *E*

Recruit, assess and interview student candidates and determine program eligibility; prepare assessment reports and review student records; prepare eligibility roster. *E*

Solicit private and public sector employers to participate in the WAI program through telephone calls, letters and cold calling; review job market conditions. *E*

Assist students with resume preparation, completing job applications and taking qualification tests; conduct mock job interviews; advise students of employer expectations, job availability and job requirements; assist with job training, agency referrals and job hunting for participants as needed; assist students with selection and purchase of appropriate work apparel. *E*

Process, prepare and obtain work permits, memos of understandings, notice of employment, accident reports, brochures, letters of introduction, student files and other materials; create employer packets and folders. *E*

Refer students to outside organizations and programs including the Department of Rehabilitation. *E*

Communicate with parents, District psychologists, teachers and administrators to determine appropriate vocational placements; make recommendations for student IEP meetings; communicate with host employers to discuss student performance. *E*

Counsel students on work performance, behavior and employer interaction; make decisions regarding the termination of student employees and student participation in the program. *E*

Locate and conduct scantron interviews with past WAI students; follow-up as necessary; prepare scantron sheets. *E*

Transport students to job interviews and other locations as needed. *E*

Report suspected child abuse, suicide threats, labor law violations and other matters to appropriate agency. *E*

Operate a computer and equipment used in various vocations.

Attend and host WAI training sessions; conduct student/parent job tours.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Various occupations, vocations, employment/educational terminology and program curriculum.

WAI program goals and objectives.

Laws, rules and regulations related to assigned activities.

Interviewing techniques.

Basic physical and psychological child development.

Record-keeping techniques.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

Operation of a computer and other vocational equipment.

ABILITY TO:

Provide specialized education work experience and career or vocational education training to increase the employability of special education students.

Solicit private and public sector employers to participate in the WAI program.

Recruit, assess and interview student candidates and determine program eligibility.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively both orally and in writing.

Work independently with little direction.

Plan and organize work.

Meet schedules and time lines.

Maintain records and prepare reports.

Operate a computer and various vocational equipment.

Read, interpret, apply and explain rules, regulations, policies and procedures.

Analyze situations accurately and adopt an effective course of action.

EDUCATION AND EXPERIENCE:

Education: **High School graduate or the equivalent.** Associate's degree or 48 semester units of coursework from an accredited college or university. Proof required.

Experience: Three years job placement or related experience.

Testing: Passing scores on District Paraprofessional tests may be accepted in lieu of the 48 semester units of college coursework.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information.

Seeing to observe students.

Dexterity of hands and fingers to operate a computer keyboard.

Sitting or standing for extended periods of time.

Bending at the waist, kneeling or crouching.

HAZARDS:

Subject to working with severely emotionally disturbed students.