



Job Description

POSITION TITLE: Direct Support Professional (DSP) Training Instructor #4027
(Temporary)
Educational Services

SALARY PLACEMENT: Short Term Hourly Salary Schedule

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Possess one of the following:

- a minimum of five years experience providing services and support to individuals with intellectual and developmental disabilities; at least three of those must be within the last five years.
- a Bachelor's Degree in a related subject area, and within the last five years have a minimum of three years of experience providing services and support to individuals with intellectual and developmental disabilities.
- a Health Professional license and within the last five years have a minimum of two years of experience providing services and support to individuals with intellectual and developmental disabilities.

CREDENTIALS AND/OR SKILLS AND ABILITIES:

Demonstrate a high level of professionalism and work ethic to effectively interact with and assist individuals from diverse cultural, socioeconomic, disability and ethnic backgrounds. All candidates must have the ability to:

- carry out duties required by department and maintain accurate records
- develop rapport with adults, the public, and agencies
- work flexible hours, including potential evenings and weekends
- work closely with a team; effectively communicate with peers and supervisor and contribute to group efforts as needed

Must possess a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties.

SUMMARY OF POSITION:

Under the supervision of the College and Career Readiness Department, the Direct Support Professional (DSP) Training Instructor is required to have experience providing services and support to people with intellectual and developmental disabilities, and knowledge of the specific subject areas covered in the training. The DSP instructor will teach the required competency-based training program for all DSPs (and administrators who provide direct support) working in licensed community care facilities run by regional centers. The DSP course is based upon core competencies and skills necessary for satisfactory job performance. DSP classes are scheduled for 7 days per month for approximately 3.5 hours per day (includes class prep time). Classes may be offered during the day or evening and potentially on the weekend. The Department of Developmental Services is committed to continuously improving service quality to ensure that individual health and safety is protected, and clients' needs are met.

ESSENTIAL FUNCTIONS:

1. Utilize a laptop computer, with knowledge of PowerPoint.
2. Competent with public speaking, and the ability to engage students as part of the class lectures.

3. Provide mentoring for the purpose of developing students skills and ensuring success in program.
4. Meet with students to discuss assessment tests and identify aptitude, interest, and understanding of course materials and objective of class.
5. Serve as a liaison between DSP students and Director of College and Career Readiness.
6. Maintain accurate records to reflect progress for each student.
7. Attend team meetings with DSP regional and state-wide staff as necessary.
8. Accurately complete end-of-class reports for director or program supervisor as requested.
9. Perform related duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. See and read a computer screen and printed material with or without vision aids.
2. Hear and understand speech at normal levels and on the telephone.
3. Speak so that others may understand at normal levels and on the telephone.
4. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors and come in direct contact with SJCOE staff, district staff, and the public.

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