

## **RIVERSIDE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: OCCUPATIONAL TRAINER (Range 17)**

#### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, assist staff in the supervision and training for severely handicapped, learning handicapped, physically or visually impaired students, or other assigned students in the academic, vocational workshops and community-based classroom or activities to fulfill Individual Educational Plan (IEP) goals.

#### **REPRESENTATIVE DUTIES:**

Independently supervise students with significant disabilities daily with vocational training activities in the community or on-site as assigned by supervising teacher. *E*

Collect data relating to student vocational skill development to fulfill Individual Educational Plan (IEP) goals. *E*

Assist staff in the supervision and training for severely handicapped, learning handicapped, physically or visually impaired or other assigned students in academic, vocational, on-site work activity center and community-based activities to fulfill IEP goals. *E*

Assist in completing work activity center contracts; demonstrate activity skills such as collating, packaging, custodial, yard care, restaurant or other skills as required to increase working skills to be used in community workshops or competitive employment. *E*

Without supervising teacher, travel to various job sites to transport students in District-owned vehicles. *E*

Train students in vocational activities, work skills and/or monitor progress and behavior. *E*

Supervise students during various activities such as field trips, lunch or break periods; receive students at busses and escort students back to the bus as assigned. *E*

Perform various community training activities such as demonstrating methods of shopping, ordering items, banking and other activities; demonstrate proper behaviors; train students in recognizing survival signs such as police, fire, crosswalk, restroom and other signs. *E*

Supervise recreational and other community-based instruction and activities such as the use of public transportation, safety precautions and appropriate behavior. *E*

E=Essential functions

Revised 10-17-24

Under the direction of the teacher, train/teach students in functional academic subjects such as math, reading and writing skills needed for employment or for survival in the community; assist students with telling time and identifying and counting money. *E*

Teach social and independent living skills while maintaining data collection sheets regarding progress. *E*

Demonstrate and assist students with domestic and living skills such as toileting, cooking, laundry, manners and related skills. *E*

Observe and control behavior and interaction of students according to approved procedures; restrain abusive students to protect others according to established procedures; report progress regarding student performance and behavior; attend appropriate training through district guidelines when warranted. *E*

Perform necessary medical duties independently and with cohort as needed such as gastronomy tube feedings, administration of medication, catheterizations, suctioning, checking blood sugar levels for students with diabetes, monitor food intake, administer Diastat per district policy and shower students per IEP goal or emergency need. *E*

Assist students with hygienic needs such as diapering and other needs.

Perform clerical duties such as maintaining records, filing and duplicating materials.

Perform related duties as assigned.

## **KNOWLEDGE AND ABILITIES:**

### ***KNOWLEDGE OF:***

Academic, vocational and community curriculum.

District organization, operations, policies and objectives.

Oral and written communication skills.

Preferred methods of demonstrating vocational skills.

Community resources.

Cleaning materials, gardening tools, various food service operations and other job skills as assigned.

Interpersonal skills using tact, patience and courtesy.

Record-keeping techniques.

Employment laws and applicable sections of the State Education Code.

### ***ABILITY TO:***

Demonstrate and train students in vocational, academic and community skills and tasks.

Monitor student progress and behavior.

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Operation of various tools or equipment in demonstrating job skills.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.  
Determine appropriate action within clearly defined guidelines.  
Maintain records and prepare reports.  
Coach students with appropriate behavior when in the community; maintain student safety.  
Correctly identify medical emergencies when in the community without direct supervision of a teacher utilizing CPR, First Aid as trained.  
Attend training required by the district.

### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to graduation from high school and one year of experience in a variety of workshop and work skills for the severely or learning handicapped.

### **LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.  
Valid CPR and First Aid certifications.

### **WORKING CONDITIONS:**

#### *ENVIRONMENT:*

Indoor and outdoor environment.  
Driving a vehicle to conduct work.  
Driving a District vehicle to transport students to job-training activities in the community.

#### *PHYSICAL ABILITIES:*

Seeing to monitor students.  
Dexterity of hands, wrists and fingers to operate tools, machines and equipment.  
Hearing and speaking to exchange information.  
Sitting or standing for extended periods of time.  
Reaching overhead, above the shoulders and horizontally to demonstrate skills.  
Bending at the waist to assist students.  
Pushing wheelchairs.  
Lifting students out of wheelchairs.  
Lifting students to changing table for diapering.  
Transferring/lifting students onto commode.

#### *HAZARDS:*

Exposure to anti-social and abusive behavior.  
Exposure to blood-borne pathogens, bodily fluids and infectious diseases.