

YUBA COUNTY OFFICE OF EDUCATION
Classified Job Description

VOCATIONAL TRAINING COUNSELOR II

DEFINITION:

Under limited supervision of the SELPA Director, the Vocational Training Counselor II is responsible to perform assessments, provide vocational counseling, make job placements and performs other related duties as assigned by supervisor.

DIRECTLY RESPONSIBLE TO:

SELPA Director

SUPERVISION OVER:

None

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provides assistance and vocational counseling to students in the WorkAbility program through classroom presentations, guest speakers, workshops and tours of local businesses.
- Conducts interviews and student assessments to determine needs and abilities.
- Makes job placements and referrals.
- Contacts and coordinates with appropriate agencies, employers, providers or other sources to develop or supply the means, work, training or other services to accommodate student needs.
- Determines and recommends worksite and school site agreements.
- Conducts structured training sessions.
- Works collaboratively with Vocational Training Counselor I.
- Coordinates and travels to college and career fairs.
- Initiates and maintains ongoing personal contacts with various business and industry representatives and job placement/training agencies to promote programs for participant placement.
- Explains the program's benefits and employment support services to employers, including addressing employing students with special needs.
- Locates jobs for participants who have completed training programs when appropriate.
- Collects data from employers related to job orders, including job requirements and skills; matches job skills with applicant qualifications.
- Maintains records and prepares forms, reports and correspondence related to assignment.
- Serves on regional and statewide committees to support students with disabilities in seeking and securing employment opportunities.

MINIMUM QUALIFICATIONS:

Education, Training and Experience:

- Completion of two years of college (60 semester units) with major course work in administration, psychology, career planning, social science, or related field.
- Two years of relevant experience and training that would provide the required knowledge skills, and abilities.

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- Experience working in education and with children with disabilities preferred.

Knowledge of:

- Interviewing and record keeping techniques.
- Labor market needs and requirements.
- Agency and community resources.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Basic mathematics.
- WIOA program design and documentation process.
- Various disabilities and how to work with students to support effective communication with employers, co-workers and the general public.
- Operation of a variety of office equipment and software, including but not limited to Microsoft Office Suite and Google Suite.

Skills and Abilities:

- Understand and apply state, federal, and local regulations, laws and directives pertaining to employment and training programs.
- Assures compliance with policies, rules and procedures governing program operations.
- Effectively interview, counsel, lead or train clientele.
- Support the development of modifications and/or accommodations/adaptations to work tasks where appropriate to support students on-the-job.
- Accurately keep records.
- Make necessary arithmetic or statistical calculations.
- Communicate effectively both in oral and written form.
- Manage and prioritize multiple activities.
- Work independently and make decisions within the framework of established guidelines.
- Understand and maintain confidentiality.
- Works collaboratively with assigned supervisor and team members to assure the effective and efficient operation of the assigned program.
- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic backgrounds, and physical and learning disabilities of staff, students, and the community.

Physical Requirements:

- Bending at the waist, kneeling or crouching; climbing or balancing on a stepstool.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.

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- Ability to lift light objects (less than 20 lbs.) on an intermittent basis. May be required to lift heavy objects on an intermittent basis. Requires two or more persons to lift 50 pounds or more.

Work Environment:

Employees in this position will be required to work in an office and/or school facility environment with regular interruptions and participate in small and large group meetings. This is an itinerant position and employees must be self-sufficient with regards to travel between school sites to provide services.

Licenses and Certificates:

- Valid California C Driver's License with proof of automobile liability insurance.

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Employee Classification: Classified

Salary Range: G

Approval Date: August 15, 2024