

TRAINING PLACEMENT ASSISTANT

DEFINITION

Under general supervision, provides designated special education students with job site and vocational training, coaching, and guidance in the enhancement of occupational skills; accompanies students to job sites to oversee, monitor, and guide the development of student employment activities; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey-level classification is responsible for independently performing training duties in support of special education. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Provides designated special education students with job site and employment training, coaching, and guidance in the enhancement of vocational skills; monitors, assesses and adjusts training activities in response to student progress, performance, and behavior.
- Visits job sites to oversee student vocational activities; monitors and assesses student progress at work sites; assesses student needs and abilities and provides appropriate job training strategies; confers with employers concerning student performance and progress.
- Demonstrates a variety of vocational functions, tasks, and activities for students; explains vocational practices, techniques, procedures, tools, equipment, and terminology; assists students by answering questions, providing proper examples, emotional support, friendly attitude, and general guidance; explains and ensures student understanding of vocational assignments and instructions.
- Serves as a liaison between the Office, students, employers, outside agencies and others regarding employment and vocational training services; reports and confers with employers, faculty, staff, and others concerning student progress, performance, and behavior.
- Implements vocational and job site learning activities; ensures student understanding of job site sanitation requirements, clothing standards, safety practices and behavior guidelines; advises and confers with students regarding work ethics, uniforms, grooming, and other vocational concerns.
- Operates a variety of office equipment such as copiers, fax machine, typewriters and computers as required; utilizes and assists students in operating a variety of job site equipment; drives a vehicle to

conduct work.

- Prepares and maintains various records and reports related to student progress, incidents, behavior, IEPs, and assigned activities; establishes and maintains student files; prepares and processes time sheets and student evaluation, mileage, and a variety of other forms.
- Communicates with Office personnel, faculty, local agencies, and various outside organizations to exchange information and resolve issues or concerns; receives and responds to a variety of correspondence.
- Participates in a variety of other assigned activities such as preparing student intake packets, administering, and scoring vocational assessment tests, developing job sites, assisting with inventory, conducting follow-up surveys, and assisting with various job clubs as directed.
- Observes and complies with all Office and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Equivalent to the completion of the twelfth (12th) grade.

Experience:

- Two (2) years of increasingly responsible experience working with special education students in an instructional or vocational environment.

Licenses and Certifications:

This position may require employees to travel locally, and specifically, employees must be able get themselves to different locations during their workday. Employees will be responsible for ensuring that they can timely move between locations during their workday either via driving themselves with a valid driver's license or using other modes of transportation, including a ride hailing service, taking a taxi, carpooling, bicycling, etc.

Knowledge of:

- Practices, procedures, and techniques of providing job site and employment training, coaching, and guidance.
- Principles and practices of working with special education students.
- Basic instructional methods and techniques.
- Employment and training needs of special education students.
- Job site procedures and appropriate student conduct.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- SMCOOE and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Office staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Provide training, coaching, and guidance in the enhancement of vocational skills.
- Visit job sites and oversee and monitor progress of student employment activities.
- Monitor, assess, and adjust training activities in response to student progress, performance, and behavior.
- Assess student needs and abilities and provide appropriate training strategies.
- Explain and demonstrate a variety of vocational functions, tasks, and activities.
- Use tact, initiative, prudence, and judgment within general policy and procedural guidelines.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various County sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.