

SACRAMENTO COUNTY OFFICE OF EDUCATION

CLASSIFICATION TITLE: Vocational Specialist

DEFINITION

Under general direction of an Area Coordinator for Special Education, provide information and coordination of programs such as Supported Employment, Transition Partnership Project, and Transition. Participate in county-wide coordination of vocational special needs programs.

SUPERVISION OVER

Trains and assigns the work of other support staff and provides input into the performance evaluation process.

DUTIES AND RESPONSIBILITIES (Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Coordinate with special education teachers, parents, and students to assess, evaluate, and write programs for students enrolled in work experience, Transition Partnership Project, Supported Employment, and other vocational programs; provide information to students regarding appropriate ROP/vocational training programs for enrollment; attends with students, parents, teachers, and agency personnel a final Transition IEP eight months prior to exit; provide support services for ROP students as needed (i.e., counseling, tutoring, job coaching, etc.); consult with teachers to provide input regarding vocation programs for IEP meetings; provide information on vocational programs and assists in development of appropriate individual vocational plans; provide resource information to IEP teams doing Individual Transition Plan meetings for secondary students, work directly with special education students in transition; coordinate with community agencies to assist students and families in planning for post-secondary work, education, and vocational training; maintain accurate records regarding student participation in the Transition Partnership Project and ROP/vocational training programs and write periodic reports and contracts to meet County and State reporting requirements; act as a resource to staff regarding job development; provide inservice to district and County Office employees in all areas related to vocational education, Federal and State wage guidelines and labor laws; JTPA, Department of Rehabilitation supported employment regulations and procedures; network with community organizations and business groups; write grants, proposals, and applications for vocational training; coordinate with district personnel participating in Transition Partnership Project, collect and deliver Workability I referrals to designated Workability I coordinator; participate in Transition Advisory Council and provide needed support for the group; other related duties as assigned.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Bachelor's Degree in Vocational or Special Education or a closely related field. Valid California teaching credential in Special Education or Designated Subjects-Vocational. Performance or experience in development and implementation of vocational programs within educational settings for persons with special needs. Knowledge of Federal and State programs and guidelines for vocational education.