

# **Sacramento County Office of Education Job Description**

## **Classification Title: Special Education Technician – Workability Program**

### **DEFINITION**

Under supervision of the Area Principal, works as a member of the Special Education Transition Team and in partnership with the Vocational Specialist and classroom staff to provide designated services to students with exceptional needs who face challenges to their academic and social success, with a focus on assisting students to meet transition goals; performs related duties as assigned.

### **DIRECTLY RESPONSIBLE TO**

Appropriate Administrator

### **SUPERVISION OVER**

None; however, may assist in mentoring or training various program volunteers and agency personnel.

### **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.)

#### **Program Support**

Under direction of the Vocational Specialist and in coordination with classroom staff, provides individual and small group instruction to students to meet transition goals; conducts standardized educational, age-appropriate vocational, and behavioral assessments in preparation for meeting student's Individual Education Program (IEP) goals; as a member of the Transition Team, conducts student observations; assists students in obtaining various documents and permits required for employment; facilitates pre-employment and life skills workshops; assists classroom staff in the supervision of students; plans and promotes special program events; prepares and organizes appropriate materials.

#### **Service Coordination**

Maintains a caseload of students enrolled in the program; serves as a liaison for students, families, and other related agencies involved in the transition process; participates in weekly team planning and assists with scheduling and coordination of IEP meetings; provides families with parent/guardian rights, educational and vocational information and support; schedules and conducts intake interviews; verifies demographic information; arranges for speakers at vocational information meetings; coordinates with employers and apprenticeship trade programs; assists staff in identification and placement of students into vocational training sites; provides training in navigating public transportation; may accompany students to appointments, interviews, and other program-related activities; provides training in proper work behaviors, task sequencing, and work habits; monitors and assesses student progress at work sites; conducts follow-up and post-employment evaluation with employers and students; refers Transition Partnership Program (TPP) students to Vocational Rehabilitation (VR) Services or potential employers according to needs, interests, and abilities; responds to inquiries and provides information concerning program activities, policies, procedures, and objectives in order to build partnerships with the business community; participates in collaborative meetings with site staff, probation, families, and agencies to provide information and recommendations to the Transition Team.

#### **Documentation/Records Maintenance**

Documents student contact and coordination of services; maintains and updates student files; prepares documents and maintains various databases; completes forms, case notes, and logs for outside agency billing; organizes work schedules to meet employer and student needs; collects, processes, and verifies accuracy of student timesheets; charts IEP goals; facilitates completion of transition and employment documents as requested.

## **MINIMUM QUALIFICATIONS**

### **Education, Training and Experience**

Any combination of education, training, and/or experience which demonstrates the ability to perform the duties as described; possession of a high school diploma or equivalent is required; college level coursework in child development, psychology, social work, or juvenile justice is desirable; previous experience in general and special education systems; experience working with youth who face challenges to their academic and social success in education is desirable.

### **Knowledge of**

Child development and learning theory; challenges, behaviors, employability, and barriers to employment of all students, including those with exceptional needs who face challenges to their academic and social success; Workability and/or Transition Partnership Program (TPP); job search resources and strategies; various disabilities and the impact to students in the educational and employment settings; IEP processes and terminology; record keeping and standard filing systems; procedures of vocational development is desired; various community resources; standard software applications; Internet search techniques; standard video conferencing platforms; correct English grammar, spelling, and vocabulary; basic mathematical computations.

### **Skill and Ability to**

Read and understand instructions, manuals, or guides; identify program and student needs; learn and implement various behavioral and vocational assessment procedures; conduct and score various tests and assessments; implement and organize education materials; assist in classroom management; assess situations and make proper judgments; understand behavioral situations and react accordingly; analyze and respond quickly in emergency situations; maintain cultural awareness and sensitivity to diverse populations; participate in job site visits; monitor and assist students regarding job placement and career training; partner with various outside agencies; communicate effectively in oral and/or written form with staff, students, parents/guardians and other agencies; follow instructions with minimal direction; work cooperatively and effectively with individuals and groups; maintain confidentiality of student information; work as a team member; remain flexible and adapt to changing program needs; organize and prioritize tasks and responsibilities; manage time and schedule work day; successfully supervise and advocate for students; understand general policies and procedures of a school campus; maintain files and records; operate standard office equipment; use a computer to create documents, spreadsheets and databases; read, interpret and apply rules, laws and procedures.

### **Other Characteristics**

Possess a valid California driver's license; willingness to travel locally using own transportation to conduct work assignments; willingness to be trained in first aid, cardiopulmonary resuscitation, and safety and behavioral management procedures.

Revisions approved by Personnel Commission 12/15/21

Revisions approved by Personnel Commission 11/13/18

Revisions approved by Personnel Commission 5/13/14

Former title: Special Education Technician

Revisions approved by Personnel Commission 9/8/09

Revisions approved by Personnel Commission 6/14/06

Adopted by Personnel Commission 9/12/2000