

## **Vail School District Job Description**

**Job Title: SPECIAL EDUCATION VOCATIONAL TRAINING TEACHER**

**Department:** School Site(s)

**Reports To:** Principal and Director of Special Education

**FLSA Status:** Exempt

**Classification:** Certified Pay Guide

**Created:** May 26, 2015

### **SUMMARY:**

Responsible for developing, implementing and delivering the instructional program to meet the needs of students in Special Education in order to prepare students to enter the work force after high school or post-secondary education and/or training.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Teaches vocational training classes and manages a variety of vocational training work crews daily as part of Transition from School to Work (TSW) and Vail Transition Program (VTP) opportunities for students with IEPs and/or 504 plans. Observes work crews as necessary and monitor quality of work performed by crews.
- Establishes, maintains, and promotes a classroom atmosphere, which ensures the emotional and physical safety of students and emphasizes mutual respect, self-worth, self-discipline, cooperation, consideration, and responsibility.
- Serves as case manager responsible for coordinating the development, monitoring, and implementation of student's Individual Education Plan (IEP).
- Maintains accurate and confidential records for all assigned students.
- Provides information, support, and communication with parents and families of students on caseload, especially as pertains to their transition from high school.
- Requests and maintains equipment and supplies necessary for the vocational training program and participating students.
- Supervises and conducts evaluations for paraprofessionals (job coaches) assigned to the vocational training program.
- Trains paraprofessionals (job coaches) on teaching/job coaching methodologies specific to students in vocational training.
- Assists paraprofessionals (job coaches) with modifications and accommodations to perform assigned work tasks.
- Utilizes and implements classroom management techniques and positive reinforcement to maintain organization, orderliness, and a productive learning environment.
- Records attendance, grades, and conducts semester finals (job evaluations) for students enrolled in vocational training classes.
- Plans instruction to achieve specific objectives based on student need and workplace orientated curriculum.
- Works closely with other TSW/VTP employees to manage student work hours for payroll, maintain existing work opportunities and create new work opportunities for students, and manage income and expenses related to work crews. Prepares for, attends, and staffs the TSW/VTP vocational training booth at major community festivals including Vail Pride Day,

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Rincon Valley Farmers' Market Annual Chile Festival, and one or more winter holiday events. May attend other events as assigned.

- Serves as sponsor of Job Club.
- Participates in special education department meetings, general staff meetings, and Transition Team meetings.
- Monitors activities of peer mentors, TAs, interns, and classroom volunteers as necessary.

### **SUPERVISORY RESPONSIBILITIES:**

This position supervises paraprofessionals (job coaches) assigned to vocational training program.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

### **EDUCATION and/or EXPERIENCE**

Bachelor's degree from an accredited four-year college or university. Experience working with a diverse student population. Experience working with and coordinating a greenhouse, garden, landscape or other related type of for-profit, student-run activity.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Arizona Special Education K-12 Cross Categorical Certificate and valid Arizona IVP fingerprint clearance card. Must hold valid Arizona driver's license and provide proof of automobile insurance upon request. Must be able to obtain a first aid/CPR certificate within 90 days of assuming this position and must continuously maintain first aid/CPR certificate.

### **LANGUAGE SKILLS**

Ability to read and interpret educational documents such as IEPs, reports, behavior plans, and progress notes. Ability to write routine reports and correspondence. Ability to speak effectively to employees of the organization. Ability to effectively present information to top management, public groups, and/or boards of directors.

### **MATHEMATICAL SKILLS**

Ability to work with TSW/VTP Program Coordinator and Finance Manager to manage student work hours for payroll and to manage income and expenses related to work crews.

### **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl. The employee is occasionally required to taste or smell. The employee must regularly lift and/or move up to 30

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pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus.

This job requires frequent travel. Most travel is between the District Office and its schools and/or work sites.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. Works both indoors and outdoors with exposure to heat, cold, wind, and other elements. Will have contact with plants, soils, and materials and chemicals related to plants and gardening/landscaping. Contact with public, employees, students, and parents.