

Vail School District Job Description

Job Title: Lead Vocational Training Paraprofessional

Department: Special Education

Reports To: Vocational Training Program Coordinator

FLSA Status: Non-Exempt

Classification: Level 7

Revised: 3/10/2020

SUMMARY

Provide support to the Vocational Training Program Coordinator.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, are non-exhaustive and may be supplemented; other duties may be assigned. To perform this job successfully, an individual must be able to perform each of the essential duties in a satisfactory manner. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Works with the Vocational Training Program Coordinator to develop vocational training and work experience opportunities for students at sites on campus and in the community.
- Explores and creates vocational training opportunities with local businesses and vendors.
- Provides structured training, including follow up at community training sites, consistent with each student's vocational goals.
- Provides assistance to students in the delivery of instruction for vocational, independent living, and transition goals.
- Collects data and maintains confidential and accurate case files for students.
- Participates in Transition, IEP, and other meetings, as assigned.
- Assists in implementing a system for disseminating information to employers and potential employees.
- Conducts analysis of work sites and assignments to ensure a good match with assigned students.
- Maintains contact information of active and inactive employers.
- Attends professional development sessions as assigned.
- Performs related duties as required.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

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

- High school diploma or general education degree (GED)
- Must be able to work with a diverse student population, including those with various handicaps and special needs
- Must have valid Arizona Drivers License and proof of automobile insurance coverage
- Two years experience and/or training; or an equivalent combination of relevant education, training, and/or experience as approved by the Director of Special Education

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively to students, parents, and employees of the organization. Ability to communicate effectively with students who have speech, language, and/or other disabilities. Proficient computer and typing skills are required.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, percent, and to draw and interpret bar graphs.

REASONING ABILITY

Able to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Must obtain and maintain valid First Aid and CPR certifications. Must participate in appropriate training in AED, CPR, and First Aid, as needed.

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 must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus.

WORK ENVIRONMENT

Duties are normally performed within a school setting with students present. The employee will work both inside and outside in hot, sunny, cold, wet, windy, and humid conditions while interacting with employees, students, and public. The noise level in the work environment is usually moderate, but may occasionally be loud. The employee may be requested to work overtime and weekends for special programs or events.