



Teaching • Understanding • Serving • Developing

Date: June 1, 2014

Range: II

Classification: Classified

Job Description

Workability Technician

DEFINITION

Assist Workability Director with implementing Workability High School and Middle School program. Develop subsidized jobs in the community. Help students move from subsidized positions to unsubsidized. Presenting students with vocational testing materials and vocational curriculum. Assisting the students with vocational and transition training on and off campus. Assisting with job shadowing in the community and setting up field trips to colleges and businesses. Monitoring student files and folders as well as collecting data and updating the TUSD Workability database. Assist teachers with implementing aspects of the Workability curriculum in the classroom. Assisting students with physical disabilities. Job coaching students when needed.

EXAMPLES OF DUTIES –*Not all inclusive*

- Develop subsidized jobs in the community.
- Help students move from subsidized positions to unsubsidized.
- Set-up and assist job shadowing for students in the community.
- Assist teacher in instructing individuals and small groups of students in various learning situations, focusing on transitioning for high school, self-advocacy skills, job skills, soft skills, and college readiness.
- Implement learning situations, which may include individualized instruction, creating learning centers, and/or researching instructional programs.
- Assist teacher in implementing curriculum for assigned areas of instruction.
- Assist in supervising students to maintain effective learning environment, noting behavioral problems observed and discipline when necessary.
- Provide teachers and school administrators with relevant feedback and information on students' progress through observation and daily contact.
- Assist in establishing and maintaining operational records and files.
- Assist in developing goals and objectives for each student according to curriculum and program requirements and in conjunction with certificated staff.
- Escort students to and from transportation pick up/delivery place on-campus and in the community.
- Confer with WorkAbility Director and teachers regarding students' progress, program, evaluation, problem areas, and assists in the development of lesson plans.
- Assist WorkAbility Director with field trips and job shadowing by helping students meet physical needs, maintaining discipline, and reinforcing learning situations.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Elementary/secondary school curriculum.
- Behavior modifications systems.
- Basic hygiene needs of young adults
- Computer software including AERIES, SIRAS, word processing, spreadsheets, and database
- Behavior modifications systems.
- General office practices, management and people skills.
- Record keeping procedures.

EXPERIENCE

- Working with special needs students.
- Passage of the high school proficiency test at 70th percentile.
- Interpersonal skills necessary for establishing an understanding and positive relationship with students with special needs.
- Possession of a valid California Driver License.
- Health care competency is required with experience working with severely handicapped students.
- Additional health care training may be required including CPR, first aide and health care to meet the needs of medically fragile students.

EDUCATION

High school graduation or equivalent is required.

WORKING CONDITIONS

Environment:

- Professional educational environment.
- Business attire required.

Physical Abilities:

- Hear and speak to exchange information in person and on the telephone.
- Possess dexterity of hands to operate equipment.