

## **SAN MATEO COUNTY OFFICE OF EDUCATION**

### **CLASS TITLE: TRAINING PLACEMENT ASSISTANT**

#### **BASIC FUNCTION:**

Under the direction of a Manager, Educational Services, provide designated special education students with job site and employment training, coaching and guidance in the enhancement of vocational skills; visit job sites to oversee and monitor progress of student vocational activities.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Provide designated special education students with job site and employment training, coaching and guidance in the enhancement of vocational skills; monitor, assess and adjust training activities in response to student progress, performance and behavior.

Visit job sites to oversee student vocational activities; monitor and assess student progress at work sites; assess student needs and abilities and provide appropriate job training strategies; confer with employers concerning student performance and progress.

Demonstrate a variety of vocational functions, tasks and activities for students; explain vocational practices, techniques, procedures, tools, equipment and terminology; assist students by answering questions, providing proper examples, emotional support, friendly attitude and general guidance; explain and assure student understanding of vocational assignments and instructions.

Serve as a liaison between the County Office, students, employers, outside agencies and others regarding employment and vocational training services; report and confer with employers, faculty, staff and others concerning student progress, performance and behavior.

Implement vocational and job site learning activities; assure student understanding of job site sanitation requirements, clothing standards, safety practices and behavior guidelines; advise and confer with students regarding work ethics, uniforms, grooming and other vocational concerns.

Operate a variety of office equipment such as copiers, fax machine, typewriters and computers as required; utilize and assist students in operating a variety of job site equipment; drive a vehicle to conduct work.

Prepare and maintain various records and reports related to student progress, incidents, behavior, IEP's, mileage and assigned activities; establish and maintain student files; prepare and process time sheets and student evaluation, mileage and various other forms.

Communicate with County Office personnel, faculty, local agencies and various outside organizations to exchange information and resolve issues or concerns; receive and respond to a variety of correspondence.

**January 18, 2006**

**San Mateo County Office of Education**

Participate in a variety of other assigned activities such as preparing student intake packets, administering and scoring vocational assessment tests, developing job sites, assisting with inventory, conducting follow-up surveys and assisting with various job clubs as directed.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

General practices, procedures and techniques involved in providing job site and employment training, coaching and guidance.

Student guidance principles and practices related to students with special education needs.

Basic instructional methods and techniques.

Employment and training needs of special education students.

Job site procedures and appropriate student conduct.

Problems and concerns of students with special needs.

Policies and objectives of assigned programs and activities.

Principles, practices and procedures of vocational training programs.

Operation of standard office and job site equipment.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Record-keeping and report preparation techniques.

**ABILITY TO:**

Provide designated special education students with job site and employment training, coaching and guidance in the enhancement of vocational skills.

Visit job sites to oversee and monitor progress of student vocational activities.

Monitor, assess and adjust training activities in response to student progress, performance and behavior.

Assess student needs and abilities and provide appropriate job training strategies.

Explain and demonstrate a variety of vocational functions, tasks and activities.

Operate standard office and job site equipment.

Understand and relate to students with special needs.

Meet schedules and time lines.

Work independently with little direction.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively both orally and in writing.

Observe health and safety regulations.

Maintain records and prepare reports.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and two years experience working with special education students in a vocational or instructional environment.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor work environment.

Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate office and job site equipment.

Sitting or standing for extended periods of time.

Bending at the waist, kneeling or crouching.

Seeing to read a variety of materials and monitor student progress.

Hearing and speaking to exchange information.

Lifting, carrying, pushing and pulling moderately heavy objects as assigned by the position.

Reaching overhead, above the shoulders and horizontally.