

Solano County  
Office of Education

JOB TITLE: Vocational Specialist (Range 23)

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

Recruits, screens, interviews, and trains students for appropriate vocational placement or training, and develops job sites for students.

JOB REQUIREMENTS AND QUALIFICATIONS

- Possession of a valid California driver's license.
- High school diploma or G.E.D. equivalent.
- Two (2) years of related education or experience.
- Knowledge of federal and state laws, regulations, and programs related to youth and/or adult employment and job training.
- Knowledge of educational and training requirements for various jobs.
- Knowledge of the local labor market, employer needs, and job trends.
- Knowledge of computer operations and experience in the use of a variety of software.
- Experience in analysis and implementation of job site and equipment modification.
- Knowledge of specific interventions which can be implemented to facilitate the success of various categories of special needs students in vocational education programs.
- Ability to work closely with community businesses and employer organizations to develop partnerships in vocational education.
- Ability to establish and maintain effective work relationships with students, teachers, administrators, and various outside agencies.
- Knowledge of basic budget preparation and ability to evaluate budget needs to program objectives.
- Ability to communicate effectively, tactfully, and persuasively, both orally and in writing.

## ESSENTIAL DUTIES

- Recruits, screens, and interviews students for appropriate vocational placement or training.
- Performs job task analysis including job site/equipment modifications.
- Works with community businesses and employer organizations to develop training and placement sites, as well as good public relations for students/clients.
- Works directly with outside agency staff to provide direct student/client services.
- Develops and implements specific skill training plans at work/training sites, including job coaching and transportation.
- Maintains open communication with vocational services staff, schools, employers, agencies, and parents about student/client programs.
- Conducts on-site visitations for students in placement as needed.
- Responsible for completing all required documentation and reports.
- Maintains familiarity with state and federal labor laws/regulations and communications with appropriate agencies regarding such laws.
- Provides follow-along services for vocational counseling and job retention.
- May attend IEP meetings to assist with placements.
- Assists in budget development and budget monitoring as it relates to grants.
- Performs related duties as required.

## MARGINAL DUTIES

- Trains students in a workshop setting.
- Surveys and maintains current and future employment and training opportunities in the community.
- Assists in developing and monitoring project budgets.
- Conducts wage/salary information such as initial commensurate wage studies at student/client job site, training of other agency/school personnel to perform wage studies, sub-minimum wage certification, and student payroll during training.
- Collects/tabulates/graphs/summarizes performance data.

- Coordinates staff meetings and reports new case information and updates on existing cases.

#### SUPERVISION RECEIVED

Employees in this classification receive general supervision within a framework of overall objectives.

#### SUPERVISION EXERCISED

None

#### PHYSICAL ACTIVITY REQUIREMENTS

Work Position (Percentage of Time):

Standing (10%)                      Walking (25%)                      Sitting (65%)

Body Movement (Frequency):

None (0)    Limited (1)    Occasional (2)    Frequent (3)    Very Frequent (4)

Lifting – lbs. (0-40)                      Lifting (2)                      Bending (2)

Pushing and/or                      Reaching                      Kneeling or

Pulling Loads (1)                      Overhead (2)                      Squatting (2)

Climbing Stairs (2)                      Climbing Ladders (1)