

PENINSULA SCHOOL DISTRICT
Job Description

SPECIAL EDUCATION VOCATIONAL ASSISTANT

JOB SUMMARY:

This position provides assistance to special needs students in vocational programs under the direction of a special education teacher. Responsibilities include tutoring students in on-the-job training activities, tutoring students in societal skills, maintaining program records, and assisting students with personal care needs.

DUTIES AND RESPONSIBILITIES:

1. Accompanies students to various off-campus work sites; tutors students and provides assistance to students in accomplishing their tasks in various vocational work areas such as custodial, daycare, hospital, laundry, cooking, and stocking shelves. Encourages students to stay on task.
2. Tutors students in skills needed to live and work in the community, such as using public transportation, communicating with employers and friends, dealing with problem situations and expressing emotions.
3. Accompanies students to restrooms as needed; assists with personal care activities.
4. Provides assistance to students during mealtimes; tutors students in ordering food at community restaurants; assists students in carrying trays, feeding, and cleanup.
5. Maintains student progress records; graphs data. Analyzes tasks and documents steps.
6. Tutors students in leisure skills such as swimming, arts, and sports fitness activities.
7. Arranges for transportation of students in district vehicles to work sites.
8. Communicates with employers concerning special education vocational programs; researches job opportunities for special needs students; visits work sites and matches jobs with students' physical capabilities. Recommends job matches to special education teachers; makes arrangements for training as authorized.
9. Answers the telephone; provides information concerning program; takes messages; refers callers to appropriate staff as necessary.
10. Tutors students in working with computer programs.
11. May ride a bus to care for a special needs student on a route between students home and the school. Ensures that student is comfortable and safe; provides personal care as needed.
12. May be required to perform health services including, but not limited to, clean intermittent catheterization (CIC); gastrointestinal tube feeding using a pump or gravity; administration of oral medication by mouth, feeding tube, inhaler, or nebulizer; use of a magnet over a vagus nerve stimulator (VNS) to control seizures; oral suctioning using a bulb syringe or suction machine; provision of a cough-assist procedure; administration of emergency medication using an auto-injector; administration of oxygen; and ostomy care.

13. Provides related duties as assigned.

REPORTING RELATIONSHIPS:

Reports to Special Education Teacher.

WORKING CONDITIONS:

Experiences frequent interruptions; required to travel between job sites. Requires dexterity and precision; requires standing for prolonged periods when tutoring students at job sites. Requires lifting or carrying students. Requires attending to students' personal hygiene. Requires physically restraining students. Requires working outdoors in inclement weather to load and unload students from buses.

AFFILIATION: PSE - Clerical

FLSA: Covered

MINIMUM QUALIFICATIONS:

Education and Experience

High school graduation or equivalent with experience in working with special needs individuals.

Allowable Substitutions

None.

Knowledge, Skills & Abilities

General knowledge of physical and medical handicapping conditions.

Skill in making effective decisions.

Skill in oral communication.

Ability to analyze tasks and document steps for task completion.

Ability to remain flexible to changes in situations or assignments.

Ability to establish effective working relationships with community businesses.

Ability to use creativity in determining vocational job opportunities for students.

Ability to monitor and maintain appropriate student behavior.

Ability to tutor students in a variety of skills.

Ability to set priorities and organize activities.

Ability to maintain accurate records.

Ability to work independently with minimal supervision.

Ability to provide positive public relations for special education vocational programs.

Ability to determine individual student abilities in order to match jobs.

Ability to deal with students in a warm and confident manner.

Ability to establish and maintain effective relationships with staff.

Licenses/Special Requirements

Valid Washington State driver's license. Must obtain training in first aid and CPR as arranged by the district.