



REVISED: Submitted:
10/25/2023 10/24/2023

JOB TITLE:	JOB TRAINER I CAREER TECHNICAL EDUCATION/EXCEPTIONAL CHILD EDUCATION
DIVISION	EXCEPTIONAL CHILD EDUCATION
SALARY SCHEDULE/GRADE:	IA, GRADE 7
WORK YEAR:	187 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8123
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Under supervision of the program teacher, implements a comprehensive career exploration program for eligible students receiving services through the Exceptional Child Education (ECE) program.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides career assessment, functional vocational evaluation, and appropriate career exploration experiences for selected students receiving services through ECE

Promotes program to local businesses and develops job sites to fit the needs and preferences of individual students being served through ECE with direction from the student's teachers and parents

Communicates consistently with program staff, businesses, teachers, parents, and vocational rehabilitation counselors

Transports students to and from job sites using appropriate modes of transportation (i.e., TARC, personal vehicle)

Promotes program, interprets purpose to potential clients and interested persons in the community

Performs health services, if needed, for which training will be provided

Maintains accurate evaluation records on the program and provides data to appropriate personnel

Plans regularly with staff and participates in appropriate school meetings and activities

Complies with policies, rules, and regulations of the District and of any state and/or federal regulatory agency where appropriate

Completes all trainings and other compliance requirements as assigned by the designated deadline

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS

Associate degree or approved equivalent training and experience

Two (2) years of successful experience working with individuals with disabilities

Effective computer/technology skills

Effective communication skills

DESIRABLE QUALIFICATIONS

Bachelor's degree or approved equivalent training and experience

Experience in working with community businesses to develop jobs that meet the specific needs of students with disabilities

Experience in a diverse workplace