

## Santa Clara County Office of Education

### CLASS TITLE: TEACHER - WORK EXPERIENCE SPECIAL EDUCATION

#### General Description

Under the direct supervision of the Principal-Special Education, provides Designated Instructional Services through specially designed vocational education, career development programs; provides work experience education when specified on the student's Individual Education Program (IEP) as required by both state and federal mandates.

#### Certification and Education

A valid California Special Education (K-12) Credential; or a Vocational Designated Subject Credential with emphasis on guidance, counseling and job development; two years of occupational experience outside the field of education and two years of successful secondary level experience in counseling or teaching youth in a school or agency setting with emphasis on career guidance/counseling or work experience education.

#### Knowledge, Abilities and Experience

Wide variety of vocational job opportunities and requirements, vocational rules and regulations, labor codes, existing vocational and special educational programs; knowledge of curriculum development; knowledge of public and private agencies related to services of the handicapped; public and private job markets; knowledge of vocational assessment; working knowledge of laws and regulations affecting handicapped; design, implement, and promote the total program of career development/vocational education; ability to communicate well orally and in writing; and work effectively with a wide variety of groups and people of all socio-economic cultural backgrounds.

#### Duties and Responsibilities

##### ESSENTIAL DUTIES:

Provides instruction and/or related services for work experience students; counsels students with regard to job procurement (relocate, secure, retain employment); maintains regularly scheduled visits with students on-the-job and job-site trainers; evaluates, with assistance of classroom staff and employer, each student's job performance; maintains required record for each student enrolled in the program; consults with school personnel in order to assist students in making their career/occupational choice; instructs job trainer and employer as to unique needs of handicapped individuals; administers and interprets career/vocational aptitude and interest tests; consults with IEP team in order to assist with student placement in vocational program (i.e. placement alternative); works cooperatively with community agencies; develops and maintains work experience education stations within local industry/business and public agencies; consults with teachers in order to coordinate school instruction with occupational activities; attends meetings and conferences as it relates to vocational education with special education students; coordinates the placement of graduating post-secondary special education students into an appropriate adult program; coordinates and conducts site tours of adult programs for student and student family consideration; develops and maintains program policies and procedures working with current staff members, as needed; conducts necessary training for classroom staff; performs other duties as may be assigned.

#### Working Conditions

Working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to

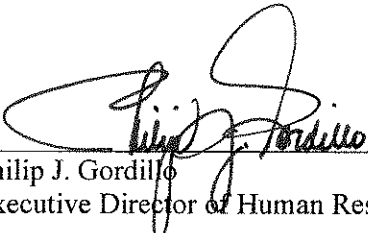
enable qualified individuals with disabilities to perform the essential functions. Variations in conditions may occur under certain circumstances.

**Physical Demands**

Incumbents stand and sit for long periods of time; walk short distances on a regular basis; use hands and fingers to operate a computer keyboard or other office equipment; reach with hands and arms; stoop, kneel, or crouch; speak clearly and distinctly to answer telephones and to provide information; see to read fine print and operate computer; hear and understand voice over telephone and in person; and move and transport materials weighing up to 20 pounds.

**Environment**

Duties are performed in a specialized classroom environment or in a community setting; may require frequent visits to job sites.

Approved:  \_\_\_\_\_ 09/21/2012  
Philip J. Gordillo Date  
Executive Director of Human Resources

Approved: 9/94  
Revised 4/28/2011, 6/14/2011 (Updated Working Conditions and Physical Demands)  
Revised 9/18/12