



**Orange County Department of Education
Human Resources Department
Classified Management Class Specification**

Vocational Education Consultant

**Class Code: 1073
Work Days: 210**

GENERAL PURPOSE

Provide comprehensive vocational education consultation services to special education teachers, students, and parents; assess available curriculum and resource materials; and develop a work experience program which is designed to prepare students with severe disabilities for maximum participation in the work force; and provide responsible support to higher level management staff.

SUPERVISION RECEIVED AND EXERCISED

1. Receives direction from higher level management staff.
2. Exercises technical and functional supervision over assigned special education staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This position description is intended to describe the general nature and level of work performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

1. Consult with teachers in developing students' Individual Education Plan (IEP) vocational goals and objectives; identify, select, and approve classroom work activities designed to meet IEP goals and objectives.
 2. Develop vocational assessment procedures for students; consult with teachers responsible for assessing secondary level and graduating students.
 3. Develop community based work training opportunities for special education students; provide ongoing communication with existing worksites.
 4. Coordinate work experience program by preparing formal cooperative agreements with worksites, school, and parents; develop and implement school to work individual transition plans.
 5. Consult with parents, care providers, and adult service providers regarding referral and placement of Orange County Department of Education graduates in adult services; provide follow up support to past graduates.
 6. Select, train, motivate, and evaluate personnel; work with employees to correct deficiencies.
 7. Provide coaching to employees; collaborate on goal development, set clear expectations, provide constructive feedback, and check in regularly for understanding.
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ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)

8. Plan, prioritize, assign, and review the work of staff responsible for providing services within the Special Education Division; prepare work schedules for appropriate staff.
9. Conduct activities designed to increase public awareness of employability of students including presentations, integrated work tours, and fund raising efforts.
10. Participate in interagency committees designed to increase future options for students with severe disabilities; conduct surveys to determine job placement opportunities for adults with severe disabilities.
11. Develop and maintain resource directory on adult programs and services available in Orange County.
12. Provide staff development services in the areas of vocational training, integrated work opportunities and adult services; provide in-service to parents, care providers, and adult service agencies on County vocational programs and transition services.
13. Must demonstrate attendance sufficient to complete the duties of the position as required.
14. Perform related duties similar to the above in scope and function as required.

QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)

Knowledge of:

1. Vocational education and evaluation techniques.
2. Performance capabilities of students with special needs.
3. The process of formalized individual transition planning.
4. Curriculum development, instructional techniques, and behavioral intervention practices related to work training.
5. Local job market, supported employment, and adult services.
6. Principles of effective supervision, leadership, training, coaching and performance evaluation.
7. Procedures, methods, and techniques of project and workflow management and organization.
8. The County and State work experience plan including pertinent labor laws and legislation.
9. Adult learning styles and staff development techniques.

Ability and Skill to:

1. Assess vocational potential of students with severe disabilities using standardized and adapted materials.
2. Develop work experience programs which comply with State Education codes and State and Federal labor laws.
3. Conduct needs assessments, make recommendations, and advocate on behalf of Orange County Department of Education students.

Ability and Skill to:

4. Identify vocational placements for students with special needs.
5. Promote employment for persons with severe disabilities; promote and organize inter-agency cooperative efforts.
6. Select, train, lead, coach, direct the work of, supervise, and evaluate professional and technical employees; effectively delegate authority and responsibility.
7. Interpret the organizational and division strategic plan and create relevant goals and plans for assigned areas.
8. Establish and maintain effective working relationships with various constituencies.
9. Interpret and explain laws, codes, contracts, policies, and procedures.
10. Develop and present training materials.
11. Prepare clear and concise correspondence, reports, and other written materials.
12. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
13. Communicate clearly and concisely, both orally and in writing, in English; present information effectively in front of both large and small groups.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is a Bachelor's degree from an accredited college or university with major course work in criminal justice, psychology, business, or a related field and two years' experience conducting career workshops.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, employees are regularly required to bend, stoop, push, pull, grasp, squat, twist, kneel, walk, sit, and reach to access materials or equipment and complete other tasks as assigned; lift and carry up to 25 pounds; and lift from ground, waist, chest, shoulder, and above shoulder level. The position may include occasional need to traverse uneven surfaces.

Employees in this classification are to be able to travel countywide to a variety of sites within a reasonable time frame; read written and electronic materials; communicate clearly in person, on the phone, and via email; and operate all required equipment.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; use mathematical reasoning; make observations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks with frequent interruptions; work under intensive deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee typically works in an office environment that is moderately paced with variable pressure.

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