

CULVER CITY UNIFIED SCHOOL DISTRICT

COMMUNITY LIAISON/VOCATIONAL AIDE III - Range 16

DEFINITION

Under the direction of the Assistant Superintendent and in cooperation with the Special Education Vocational Coordinator, Department of Rehabilitation Counselor and Employment Development Counselor, to explore and develop local vocational training and job placement sites for high school students with special needs; to match students with appropriate worksites to maximize success; to provide appropriate follow-up on student work placement; to develop positive community attitudes toward the employment of handicapped students; to provide classroom assistance in vocational and daily living skills; and to perform related work as required.

EXAMPLES OF DUTIES

Visits local businesses to develop job training and placement sites for high school students in special education programs; in coordination with project staff, establishes a system for monitoring student readiness, placement and progress vocationally; works cooperatively with a team to implement Project WorkAbility; performs vocational assessments and prevocational training the in Vocational Center.

QUALIFICATIONS

Knowledge of:

Special education programs and/or students;
Vocation training and job placement;
Local community business and/or professional resources.

Ability to:

Work cooperatively with school personnel, local agencies, parents and the business community;
Use a wide range of power and hand tools and/or office equipment.

Demonstrated leadership and initiative.

Experience:

One year of successful experience in job development and placement for students with special needs is desirable, preferably within the Culver City/Los Angeles area. Experience in standardized testing or vocational and daily living skills is desirable.

Two years of paid or volunteer experience working with students in a variety of special subject areas.

Education:

Equivalent to the completion of the twelfth grade, with coursework or training in psychology, education, or related subjects.

Licenses:

Valid California Motor Vehicle Operator's License.

Must furnish own vehicle. Mileage allowance provided.