



**QUALIFICATIONS FOR
SUPPORT SERVICES SPECIALIST, VOCATIONAL SPECIAL EDUCATION**

TRAINING

- Required:
- Any credential(s) authorizing teaching special education, or any credential(s) authorizing service as a counselor
- Preferred:
- Training beyond credential requirements in the behavioral sciences with emphasis on educational and career planning, including occupational information, vocational interest and aptitude assessment, educational and vocational placement, occupational trends and transition practices
 - Fluency in sign language

EXPERIENCE

- Required:
- That required for the credential
- Preferred:
- Special education teaching experience
 - Experience in counseling special education students
 - Experience in the area of career and vocational interest and aptitude assessment and instruction
 - Work experience in business or industry

OTHER QUALIFICATIONS

- Knowledge of:
- Job training programs such as Workability and JTPA
 - Federal and State laws and regulations related to employment of youth
 - Community job training and employment resources
 - Interests, attitudes and values of students as they relate to the world of work
 - Work interest inventories and aptitude assessment instruments
- Ability to:
- Communicate well both orally and in writing
 - Organize and coordinate a multi-grade career/vocational education program
 - Establish and maintain liaison with community agencies and employers.

COVINA-VALLEY UNIFIED SCHOOL DISTRICT

DUTIES AND RESPONSIBILITIES OF SUPPORT SERVICES SPECIALIST, VOCATIONAL SPECIAL EDUCATION

Primary Function

The Support Services Specialist, Vocational Special Education, is responsible for coordinating career/vocational programs and instructional activities and assisting special education personnel in order that special education students will make optimum progress toward the attainment of District goals.

Duties and Responsibilities

The Specialist:

1. Provides leadership in the design and implementation of preschool through high school career/vocational education;
2. Conducts and assists with individual career/vocational assessments and the interpretation of assessment results;
3. Plans and provides a staff career/vocational in-service program;
4. Assists with the development of appropriate career/vocational IEP goals and instructional objectives;
5. Works in association with students, teachers, administrators, parents and appropriate community agencies to provide resources for career/vocational education instructional materials, assessment instruments and procedures, and funding sources;
6. Coordinates activities related to pre-employment training programs;
7. Manages transitions and on-the-job training placements and followups;
8. Establishes and maintains community and agency contacts and liaisons;
9. Works in association with the East San Gabriel Valley Regional Occupation Program to provide appropriate vocational education experience and training for District students;
10. Communicates the operational procedures of the District Work Experience Program with school and District staff;

Support Services Specialist, Vocational Special Education

11. Coordinates the placement of students in the District Student Helper Program;
12. Assists the supervisor in carrying out other duties and responsibilities as directed;
13. Adheres to the policies of the Board of Education, the laws and regulations of the California Administrative and Education Codes and other applicable laws and regulations; and
14. Participates cooperatively with the evaluator to implement the procedures by which he/she will be evaluated in conformance with the District's uniform guidelines for certificated personnel evaluation and assessment.