

Job title: Job Training Technician

Description of basic functions and responsibilities

Under the general supervision of the Career Vocational Specialist (Workability I/TPP Coordinator), this position provides job coaching to students in the Special Education Program. Employees in this job classification will provide responsible assistance to clients/students with exceptional needs in facilitation of the transition from school to the work environment. Employees in this classification receive general supervision from the Career Vocational Specialist and work with instructors, counselors and program staff. Employees in this job classification will provide support and positive role modeling to students with exceptional needs at their work site.

Supervisor: Career Vocational Specialist (Workability I/TPP Coordinator)

Typical duties

Assist students at job training sites. Provides guidance and follows the guidelines of the students' work instructions through verbal instructions, demonstrations and actual job performance

Utilizes fading techniques to gradually withdraw support and modeling as students achieve quality and quantity standards

Assists in implementing effective strategies, learning styles, prompt cues, self-management strategies, social adjustment on the job, troubleshooting and reinforcement

Arranges for or trains students to use public transportation to a variety of community school sites and work sites

Provides mobility evaluation and training

Visits job sites and consults with students and employers. Assists with the implementation of job performance improvement plans and follow-along strategies

Assists in contacting and informing employers, agencies and businesses/ industries in communicating and promoting the purposes, objectives and advantages of work experience education programs

Participates as a team member in individualized training plan meetings

Assists in identifying work sites for potential training and/or employment options

Assists in reviewing and evaluating job performance and problem solving

Advocates on behalf of students regarding job adjustments or retentions

Assists with reporting on student progress

Responsible for maintaining complete and accurate files and daily logs on students

Maintain Scantron information for school-to-career activities on a database

Perform other related duties as assigned

Employment standards

Knowledge of:

- ? General practices, procedures and operations of work experience transition programs
- ? Job coaching methods, techniques and strategies

- ? Effective recordkeeping methods and reporting procedures
- ? Applicable job placement requirements, labor laws, codes, regulations, rules and statutes
- ? Problems faced by and concerns of students with exceptional needs
- ? Operating and demonstrating proper operation on a computer and a variety of other office and standard equipment
- ? Business protocol
- ? Required computer software

Ability to:

- ? Encourage appropriate communication between employer and worker
- ? Prepare routine reports and maintain related records
- ? Work independently under general supervision
- ? Take initiative and use supervisory skills
- ? Use public relations skills
- ? Understand the exceptional needs of disabled students and effectively relate these needs in a learning situation or environment
- ? Understand, interpret and apply rules, regulation, laws, codes and statutes relating to work experience programs and job placement
- ? Provide job coaching, support and positive role modeling for students with exceptional needs in work experience jobs
- ? Interact with students individually and in groups