

TORRANCE UNIFIED SCHOOL DISTRICT

CLASS TITLE: PRE-EMPLOYMENT TECHNICIAN

BASIC FUNCTION:

Under the direction of the Coordinator of Special Education and directly responsible to the Resource Teacher of the Transition Partnership Program, the Pre-Employment Technician will assist students/Department of Rehabilitation (DR) consumers with job search techniques, resumes, job applications, interview practice and job survival skills on an individual basis and in small group settings..

REPRESENTATIVE DUTIES:

Conduct orientation sessions to all students/DR consumers preparing to participate in the Incentive Training Program. *E*

Assist students/DR consumers with the development of money handling skills. *E*

Assist students/DR consumers with the development of mobility training. *E*

Interface with the Job Developer re: students'/DR consumers' needs for additional training and for job search readiness. *E*

Assist students/DR consumers with job search techniques. *E*

Assist students/DR consumers with the preparation of resumes. *E*

Assist students/DR consumers with the development of decision making and job survival skills. *E*

Assist students/DR consumers with the development of good grooming habits. *E*

Assist students/DR consumers with the development of effective communication skills. *E*

Assist students/DR consumers with the development of commuting skills. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Job search skills
Interview skills
Job development and job placement techniques
Local employment market
Job survival skills
Career information sources
Vocational Assessment methods
Job restructuring
Organizations that provide assistance for the disabled.

ABILITY TO:

Establish good rapport with students/DR consumers.
Communicate effectively both orally and in writing.
Work effectively with individuals from a variety of educational, socioeconomic, ethnic and disability groups.
Impart and obtain information tactfully and accurately.

Operate video equipment.
Make decisions regarding job placement of individuals.
Match individuals to jobs.

EDUCATION AND EXPERIENCE:

Two years college education. Minimum two years experience working with individuals with special needs.

LICENSES AND OTHER REQUIREMENTS:

Word processing skills, California driver's license and automobile. Employees in this classification must maintain insurability at the District's standard rate during the term of employment.

WORKING CONDITIONS:

PHYSICAL ABILITIES:

Bending, pushing, lifting and moving objects weighing up to 25 pounds.