

TORRANCE UNIFIED SCHOOL DISTRICT

CLASS TITLE: VOCATIONAL ASSESSMENT TECHNICIAN

BASIC FUNCTION:

Under the direction of the School-to-Career Coordinator, perform vocational assessment evaluations of special education students to assist rehabilitation counselors, school specialists and others in educational planning, vocational counseling, training and job placement; provide written reports including test results and observations to students, parents, school staff and counselors.

REPRESENTATIVE DUTIES:

Administer a variety of vocational assessment tests at District high schools or the Vocational Assessment Center. **E**

Administer manual dexterity tests, work sample component tests, interest inventories and aptitude tests; assist students in completing questionnaires and surveys. **E**

Communicate with school site personnel, rehabilitation counselors and others to coordinate testing schedules, discuss reports and exchange information. **E**

Operate a computer to enter tests scores and related information and prepare written observations and reports; utilize word processing, database and spreadsheet software. **E**

Maintain current knowledge in the vocational assessment; attend in-service, meetings and conferences as required. **E**

Score tests and prepare narrative observations regarding student performance, attitude, concentration, reasoning ability and other areas as assigned. **E**

Prepare statistical reports and summaries as requested.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Child guidance principles and practices, especially as they relate to special education students. Principles and techniques of providing vocational assessment to individual/groups in a variety of subject areas.

Methods, procedures and terminology used in test administration.

Oral and written communication skills.

Record-keeping techniques.

Interpersonal skills using tact, patience and courtesy.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Operation of office machines including computer equipment and software.

Report writing techniques.

ABILITY TO:

Learn instructional techniques appropriate for students with learning disabilities and other problems.

Demonstrate a patient, understanding and receptive attitude toward students with special needs, including those with disruptive emotional characteristics.

Administer and score vocational assessment tests, interest inventories, aptitude and work sample component tests.

Observe students during test procedures and prepare clear, objective and concise written observations.

Direct individual and group testing.

Relate effectively to educationally and physically handicapped students.

Organize and maintain the Vocational Assessment Center.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with-students, parents, and faculty.

Read, interpret, apply and explain rules, regulations, policies and procedures.

Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Plan and organize work.
Work independently with minimal direction.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: two years of college level course work in statistics or related field and two years experience in a vocational assessment facility.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license. Employees in this classification must maintain insurability at the District's standard rate during the term of employment.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate office equipment, hearing and speaking to exchange information regarding testing procedures and observations, vision to read documents to assure accuracy of completion, and sitting for extended periods of time, bending, pushing, lifting, moving objects weighing up to 25 pounds.