

TORRANCE UNIFIED SCHOOL DISTRICT

CLASS TITLE: VOCATIONAL REHABILITATION TECHNICIAN

BASIC FUNCTION:

Under the direction of the Coordinator of Career Education and directly responsible to Resource Teacher of the Torrance Cooperative School Program, to provide job related services to vocational rehabilitation clients and special education students.

REPRESENTATIVE DUTIES:

Assist in teaching job seeking skills to clients of vocational rehabilitation. **E**

Prepare and revise resumes for the clients of the program. Provide job search assistance, independent of direct supervision. **E**

Transport job applicants to employment interviews. **E**

Interface with employers and businesses to provide appropriate on the job behavior of clients. Provide follow-up services once the applicant is hired. **E**

Use and maintain video equipment, when teaching interview skills. **E**

Assist with the interpretation of the vocational assessment reports. Function as the intake clerk for the Job Training Program Act - Job Opportunity Youth (JTPA-JOB) federal job training program. Provide accounting and bookkeeping services for the JTPA program. **E**

Maintain program records on the computer and use related software. **E**

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Use of computer and the electronic typewriter.
Use and maintenance of the video camera and VCR equipment.
Basic accounting and bookkeeping procedures.
Understanding of the various learning disabilities.
Vocational assessment procedures and instruments.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Develop and maintain good rapport with handicapped students.
Maintain good working relationships with teachers and staff.
Competently use computers and electronic office equipment.
Work independent of direct supervision.
Relate effectively to educationally and physically handicapped students.
Communicate effectively orally and in writing.
Establish and maintain cooperative and effective working relationship with others.
Read, interpret, apply, and explain rules, regulations, policies, and procedures.
Analyze situations accurately and adopt an effective course of action.
Plan and organize work.
Work independently with little direction.

EDUCATION AND EXPERIENCE:

Completion of two years of college in a related field; experience may be substituted for college on a two for one basis. A minimum of one year of experience with special education students; including one year of successful clerical experience.

LICENSES AND OTHER REQUIREMENTS:

Possess a valid California driver's license and vehicle.

WORKING CONDITIONS:

PHYSICAL ABILITIES:

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