

VISTA UNIFIED SCHOOL DISTRICT

INSTRUCTIONAL ASSISTANT IV - WORK ABILITY

DEFINITION

Under general supervision, to aid in the identification of suitable special education student participants in the District special education work ability program; to provide a communication link between the work ability program and business community; to assist in the interpretation of District policy, regulations, and program goals and objectives to members of the educational community; to assist in the planning, organization, and conduct of special education vocational and career education programs; and to do other related work as required.

ESSENTIAL DUTIES

- Perform a variety of services as a communication link between the special education Work Ability Program and members of the educational community.
- Provide a career assessment to special education work ability participants, and aid them in determining vocational and career goals.
- Perform follow-up functions and activities in resolving student program participation job training, skill transference, attendance, welfare, and other related problems.
- Provide pre-employment skill training, including application completion, interview techniques, writing a job resume, appropriate dress and grooming, and personal relationship development.
- Prepare and organize automated files and records, and extract data and develop program evaluation reports.
- Assist employers in understanding the special needs of the work ability participants, and in determining appropriate work standards.
- Participate in confidential and sensitive conferences with school community members.
- Occasionally make home visitations to ensure appropriate communication, and to assist parents and other educational community members in their awareness of the Work Ability Program.
- Assist in the planning, organization, and conduct of manpower advisory committee functions and activities.
- Assist in the planning and organization of the functions and activities related to parent volunteer service programs, as required by the assignment.
- Administer routine first aid and seek appropriate assistance in case of student injury or illness.

QUALIFICATIONS

Knowledge of:

Procedures, methods, techniques, and strategies utilized in the development of work experience programs;

Purpose, goals, and objectives of public education;

Procedures, methods, techniques, and strategies utilized in dealing with work experience and vocational training problems, issues and concerns;

School-to-career and vocational training programs, and basic employment and job placement;

Effective community, public and student relations.

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Ability to:

Provide work ability service to special need students and the business community;
Assist in the conduct of a parent volunteer service program;
Effectively participate in program need assessments, and student vocational training assessments;
Interpret programs and activities pertaining to school-to-career educational opportunities;
Understand and carry out oral and written directions;
Establish and maintain cooperative working community relationships.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- This type of work involves sitting, but will involve walking or standing for extended periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, and possessing the manual dexterity to operate business related equipment and to handle and work with various materials and objects are important aspects of this job.
- Must have a full range of motion in the upper extremities.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Experience:

Two years of experience providing service in a special education work experience service program, or similarly related areas.

Education:

Equivalent to the completion of the twelfth grade, supplemented by course work or training in work experience and vocational training programs.

License and Certificate Requirement

Possession of a valid California Motor Vehicle Operator's License.

Condition of Employment:

Insurability by the District's liability insurance carrier.