

**CLASS SPECIFICATIONS FOR THE  
VOCATIONAL TEACHER FOR THE HANDICAPPED**

**DEFINITION**

Under direction of the Administrative Specialist/Program, Comprehensive Plan for Special Education and in cooperation with the Director of Vocational Education, the vocational teacher will instruct individuals with exceptional needs who qualify for special education services in a specified vocational area.

**QUALIFICATIONS**

Credential: Possession of a basic teaching credential preferably in the vocational area to be taught and a credential authorizing service in at least one area of special education, as issued by the California Commission for Teacher Preparation and Licensing, is required.

and

Education: Baccalaureate or higher degree from an approved institution, including advanced training in one of special education.

and

Experience: A minimum of three years of highly successful certificated teaching experience in any phase of special education. A minimum of two years of successful experience (teaching or otherwise) in the vocational area to be taught.

**TYPICAL DUTIES AND RESPONSIBILITIES**

- \_\_\_ 1. Provides vocational instruction to handicapped students training them with job entry, marketable skills.
- \_\_\_ 2. Emphasis will be placed on exposing pupils from all phases of special education to a multiplicity of machines, procedures and equipment.
- \_\_\_ 3. Develops curriculum guides, course outlines and/or courses of study which indicate the educational and performance objectives of the vocational instruction.
- \_\_\_ 4. Consults and advises the Administrative Specialist/Program of the Comprehensive Plan for Special Education, the Director of Vocational Education, and the Vocational Specialist-Handicapped, relative to class progress and problems.
- \_\_\_ 5. Conducts pre- and post- testing to assess student competency in the respective phase of vocational education.
- \_\_\_ 6. Conducts follow-up study of students enrolled in program to determine their subsequent enrollment in vocational education courses.
- \_\_\_ 7. Cooperates with School Appraisal Teams, Special Class instructors and counselors, and Vocational Assessment Instructor relative to student scheduling into vocational instruction and subsequent assessment.
- \_\_\_ 8. Keeps records relative to student progress. Communicates this progress to pupils, parents, and appropriate education personnel.
- \_\_\_ 9. Plans and coordinates the work of assigned instructional aides.

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## TYPICAL DUTIES AND RESPONSIBILITIES (Continued)

- \_\_\_\_\_ 10. Teaches in accordance with the abilities and achievements of the pupils assigned to his/her classes, and in conformance with the district's philosophy, goals and objectives as expressed in the board's adopted courses of study.
- \_\_\_\_\_ 11. Develops performance objectives and lesson plans which are consistent with established district goals and objectives.
- \_\_\_\_\_ 12. Maintains a behavioral climate in his/her classroom conducive to learning and works cooperatively with administrators in attempting to resolve problems of pupil behavior.
- \_\_\_\_\_ 13. Executes and prepares such forms, records, and reports as may be called for in the management of the schools and those required by Vocational and Special Education.
- \_\_\_\_\_ 14. Exercises supervision and care over all furniture, books, supplies, and equipment entrusted to his/her care and instructs pupils in the proper use and preservation of school properties.
- \_\_\_\_\_ 15. Attends meetings called by order of the principal, superintendent, department chairperson, or other administrator authorized to call meetings.
- \_\_\_\_\_ 16. Serves, as requested, on school and district-wide committees and project teams.

## WORK SCHEDULE AND SALARY

Serves on the days schools are in session plus required non-teaching service days as per the Sacramento Teachers' Agreement, and is placed on the teachers' salary schedule according to his/her training and experience.