

**CLASS SPECIFICATIONS FOR THE  
VOCATIONAL SPECIALIST - HANDICAPPED**

**DEFINITION**

Under direction, to develop vocational instructional programs for senior high school students with handicaps. This person contacts employers to develop job opportunities, interviews, advises, makes job placements and secures evaluations of students' job performance.

**QUALIFICATIONS**

Credential: Possession of a standard teaching credential with specialization in secondary education, or credential of equivalent authorization, issued by the California Commission for Teacher Preparation and Licensing, is required.

and

Education: A bachelor's degree, with a major in agriculture, business education, industrial education, home economics, from an approved institution is required, with at least minor preparation in exceptional children. Preference will be given to those who have also successfully completed study in an area of exceptional children, a course in guidance and work experience education.

and

Experience: A minimum of three years of certificated experience in special education in public or private secondary schools. Experience with handicapped youth will be considered equally qualifying. A minimum of two years' employment in business or industry is desirable.

**TYPICAL DUTIES AND RESPONSIBILITIES**

- \_\_\_ 1. Interviews and assigns senior high school students to jobs within the school district and in outside public and private employment; advises students regarding the work experience program and assists in the evaluation of their job performance.
- \_\_\_ 2. Contacts supervisors and employers to develop job opportunities for students, and later in the evaluation of the students in their job performance.
- \_\_\_ 3. Establishes and maintains cooperative working relationships with teachers, counselors and administrative staffs of the senior high schools; interprets the rules and regulations pertaining to the work experience education program and regarding the employment of minors, to employers, students, and parents; secures agreement of parents for enrollment of their children in the work experience education program.
- \_\_\_ 4. Selects and approves work assignments for students and refers them to employers; maintains records for pupils enrolled in the program; and issues work permits to employed minors.
- \_\_\_ 5. Publicizes the program of work experience education through illustrated talks to service clubs and other community organizations, bulletin boards, newspaper articles and school publications.
- \_\_\_ 6. Works with the vocational education and special education staff and teachers in vocational curriculum development. Works with the vocational education and special education teachers and staff in activities related to work experience education.

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### **TYPICAL DUTIES AND RESPONSIBILITIES** (Continued)

- \_\_\_\_\_ 7. Cooperates with representatives of Federal, State, County, and Community agencies and organizations concerned with youth.
- \_\_\_\_\_ 8. Prepares applications for agreements between the district and the United States Department of Labor and the California State Division of Industrial Welfare.
- \_\_\_\_\_ 9. Conducts relaxed class instruction during each semester with students enrolled in work experience education.
- \_\_\_\_\_ 10. Conducts yearly follow-up studies of students enrolled in work experience after they graduate from high school.
- \_\_\_\_\_ 11. Must know, understand, and be able to relate with youth with handicaps.

### **WORK SCHEDULE AND SALARY**

The Vocational Specialist serves on the days schools are in session plus required non-teaching service days, and is placed on the teachers' salary schedule according to his/her training and experience. Additional days of service may be required for which compensation will be paid at his/her per diem rate. The length of the work day is seven hours.