

Range 40  
As 3-30-2017  
M# 3/31/17

**BURBANK UNIFIED SCHOOL DISTRICT**

**CLASS TITLE: Career Vocational Assistant**

**BASIC FUNCTION:**

Under the direction of an assigned supervisor, assist in providing support and clerical assistance to the work experience program, instructional and work related activities with special education students. Monitor and report student progress regarding performance and behavior in classroom and business partner work settings.

**REPRESENTATIVE DUTIES:**

Perform a variety of specialized duties and provide clerical assistance in support of the program including preparing employment preparation lessons as directed by the Workability Coordinator;

Provide support to the work experience program by setting up training work areas, displays and exhibits, operating audio-visual equipment, operating educational training equipment and distributing and collecting paper and supplies;

May administer and score a variety of informal vocational assessments to determine work readiness;

Observe and track student work performance in classroom and business partner settings according to approved procedures; report progress regarding student work performance and behavior;

Confer with work supervisors concerning strategies and materials to meet student needs;

Provide information to/gather information from parents related to the work experience program;

Prepare various instructional materials and teaching aids; type, copy, sort and distribute materials;

Prepare and maintain various records and lists related to the work experience program;

May distribute and account for equipment and materials according to established procedures;

Operate a variety of office equipment and machines.

Direct group activities of students as assigned.

May accompany or supervise student activities as required.

Participate in meetings and in-service training programs as assigned.

Assist students by providing proper examples, emotional support and general guidance in school and in work settings.

Maintain student confidentiality in oral and written communications.

Perform other duties as assigned related to job description.

#### KNOWLEDGE AND ABILITIES:

##### KNOWLEDGE OF:

Child guidance principles and practices, especially as they relate to students with various learning, emotional and physical disabilities.

Correct English usage, grammar, spelling, punctuation, vocabulary and arithmetic, language and reading as they relate to employment preparation.

Safe practices in classroom and work experience activities.

Correct oral and written usage of English.

Modern office practices, procedures and equipment.

Oral and written communication skills.

Interpersonal skills using tact, patience, and courtesy.

Record-keeping techniques.

Proper classroom procedures and conduct.

##### ABILITY TO:

Assist with the instructional and work related activities of a special education learning environment.

Demonstrate an understanding, patient and receptive attitude toward adolescents with special needs.

Enlist the interest and participation of students in employment related activities.

Provide clerical assistance in support of a youth employment program.

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Perform clerical duties such as filing, duplicating, typing and maintaining records.  
Understand and follow oral and written directions.  
Communicate effectively both orally and in writing with children and adults.  
Maintain records and lists.  
Type at 35 net words per minute.  
Add, subtract, multiply and divide quickly and accurately.  
Print and write legibly.  
Learn the procedures, functions and limitation of assigned duties.  
Operate a variety of office equipment and machines.  
Work cooperatively and effectively with others.  
Work confidentially with discretion.  
Work independently with little direction.  
Learn and accept cultural differences, needs and behavior of students with special needs.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school or high school equivalency, and one year experience working with school age children in an organized setting. Experience working with high school students desirable.

**LICENSES AND OTHER REQUIREMENTS:**

Successful completion of the State-mandated proficiency examination.  
Possession of a valid driver license required.

**WORKING CONDITIONS:**

School and business partner environment, working with adolescents with various learning, emotional and physical disabilities; subject to exposure to communicable diseases.

March 2017