

Sweetwater Union High School District

VOCATIONAL EDUCATION TECHNICIAN

Purpose Statement

The job of Vocational Education Technician is done for the purpose/s of providing technical assistance to students in various educational environments including a special education workshop environment, vocational studies shop class; assisting assigned teaching personnel in the supervision and instruction of students, and performing classroom clerical tasks in support of the instructional process.

Essential Functions

- Trains students for the purpose of performing tasks according to their vocational education environment.
- Sets up workstations for the purpose of ensuring availability of supplies and materials for students.
- Demonstrates procedures for the purpose of supervising students in the completion and cleanup of workshop projects.
- Distributes materials and supplies for the purpose of issuing tools to students and ensuring that tools are returned.
- Maintains control of equipment used in vocational education shop class (e.g. receives/stocks materials, control/maintain materials and equipment inventories, etc.) for the purpose of ensuring a clean and safe work environment for students.
- Assists special education teachers for the purpose of providing educational and occupational programs including behavioral management, feeding, lavatory and post-seizure care to the severely handicapped and physically handicapped students.
- Monitors students for the purpose of ensuring a safe and positive learning environment.
- Performs record keeping and clerical functions (e.g. scheduling, copying, logs, schedules, etc.) for the purpose of supporting the teacher and/or administrator in providing records/materials related to assigned activities.

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment using pertinent software applications; preparing and maintaining accurate records; and operating equipment and machinery in demonstrating job skills.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: laws, policies, procedures, rules and regulations related to assigned activities; basis record keeping techniques; methods of demonstrating vocational skills; and technical aspects of field of specialty.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a variety of job-related equipment. In working with others, problem

solving is required to analyze issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; displaying mechanical aptitude; and working as part of a team.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 25% sitting, 25% walking, and 50% standing. The job is performed under some hazardous conditions and in a clean atmosphere.

Education/Experience

Any combination equivalent to High School diploma or equivalent and two years of job related experience.

Required Testing

Pre-employment Proficiency Test or 48 college credits.

Certificates & Licenses

May require a valid California Driver's License/Evidence of Insurability.

Continuing Educ./Training

None Specified

Clearances

Pre-placement Physical Exam; TB Clearance; and Criminal Justice Fingerprint/Background Clearance.

Sweetwater Union High School District programs and activities shall be free from discrimination based on gender, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics. SUHSD Board Policy #0410

Paraprofessional Job Description
Adopted by BOT 2/19/13

Salary Range: 46