

JOB TECHNICIAN II – CASE MANAGERDEFINITION

Under general supervision of the Program Specialist – Vocational Education, to provide job coaching, job development and case management to students and adults with Special Education needs and to do related work as required.

EXAMPLES OF DUTIES

Provide support and assistance to Special Education students and adults for job training, job placement, and maintenance of jobs, including mobility and job training; assist students and adults in completing applications, writing resumes, and building interview skills; observe and report job performance; interface with employers, care providers and others concerning job training and performance; assist in the development of employment opportunities, including on-site contact with present and potential employers; may conduct career assessments and inventories and career exploration activities; keep records and perform clerical tasks as required; attend required meetings and in-services and do related work as required. Manage case notes, data analysis, and computer database required by federal and state grants. Communicate with federal and state counterparts regarding student and adult progress on: pre-vocational readiness, vocational preparation, and employment. Attend IEPs as needed.

QUALIFICATIONSKnowledge of

Behavior and characteristics of Special Education students and adults; supervision and motivation of Special Education students and adults; correct oral and written usage of English, spelling and simple arithmetical calculations; and vocational and habilitation job training principles and practices; simple arithmetical calculations, office procedures, including computer operations/word processing/spreadsheets.

Ability to

Work with Special Education students and adults; follow procedures concerning development and implementation of supported employment opportunities; compile and maintain accurate records and reports; manage database computer systems; give presentations to small-to-medium sized audiences; understand and carry out oral and written directions; establish and maintain cooperative working relationships; travel to various sites in personal vehicle; drive to various sites in district vehicle carrying students; work a flexible schedule including evenings or weekends.

Experience

One year of experience working with disabled students or adults which has provided the applicant with the knowledge and abilities listed above.

Education

Equivalent to the completion of the twelfth grade.

Physical Performance Requirements

Frequent sitting, standing or walking much of the time with some bending, stooping, squatting and twisting. Lifting of office supplies and other work related materials occasionally involved. Weight of materials will vary, but generally be of less than twenty pounds.

Licenses

Possession of a valid and appropriate California Driver's License, if required.

Board Approved: April 8, 2014

Revised: August 4, 2022