

**ELK GROVE UNIFIED SCHOOL DISTRICT
CLASSIFICATION SPECIFICATIONS
VOCATIONAL SPECIALIST**

Position Responsibilities:

In coordination with Workability Lead Specialist and staff, provide vocational counseling and support services to special education students. Act as liaison with ROP/Voc Ed instructors, school site staff and community agencies to promote the success of students with exceptional needs.

Directly Responsible to:

Program Specialist, Workability and Director of Special Education

Duties and Responsibilities:

1. Coordinate with special education teachers, parents, students, and Workability staff to assess students' vocational needs.
2. Counsel special education students regarding appropriate ROP/vocational training program for enrollment.
3. Coordinate with student, parents, teachers, and counselors to schedule appropriate ROP/vocational courses.
4. Provide ROP/Vocational teachers with pertinent information regarding students' special needs and appropriate intervention strategies.
5. Monitor student progress in ROP programs, and/or community training.
6. Provide support services for ROP/Workability students as needed. (i.e.: counseling, tutoring, job coaching, etc.)
7. Attend IEP meetings to provide information on vocational programs and to assist in development of appropriate individual vocational plans.
8. Organize and facilitate Individual Transition Plan meetings for senior/existing students.
9. Coordinate with community agencies to assist students and families in planning for post-secondary education and vocational training.
10. Provide follow-up information and/or referral for Post Secondary services for Special Education graduates.
11. Maintain accurate records regarding student participation in ROP/vocational training programs and write periodic reports to meet county and state reporting requirements.

Credential Required:

Secondary authorization and/or Vocational Education authorization. Specific preparation, experience, and competencies in the teaching of exceptional students. Knowledge of vocational education program and intervention strategies; and willingness to travel county-wide.