

SANTA CRUZ COUNTY OFFICE OF EDUCATION

VOCATIONAL EDUCATION SPECIALIST

DEFINITION

To provide program development and vocational education opportunities for high-risk students in the Court/Community School Program; to consult with school administrators, teachers, parents, employers, and community agencies on vocational career requirements and opportunities; to teach pre-employment skills; and to perform related duties as assigned.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Develop and implement a vocational education program effectively meeting the needs of high-risk students in the Court/Community School Program.

Assess students' job/career interests and skills; establish realistic and appropriate goals and objectives for vocational education program activities.

Plan and continuously evaluate the provision of information, instruction, and training opportunities available through the vocational education program.

Consult, on an ongoing basis, with administrators, teachers, parents, community agencies, and others concerning vocational/career education for high-risk students.

Develop job opportunities and counsel students on required job skills.

Develop and coordinate in-service training activities for instructional and specialist staff members.

Consult and cooperate with public and private agencies and employers to identify and understand staffing needs and related labor market information.

Identify available funding and prepare applications for grants in support of vocational educational program activities.

Attend meetings and conferences related to vocational education program activities.

Perform related essential coordination duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Vocational education teaching methods, practices, and techniques.

Applicable rules and regulations pertaining to Court and Community School Program.

Design and implementation of effective Vocational Education Program.

Skill and Ability to:

Identify current issues and trends in the vocational education field and effectively utilize this information in program coordination and improvement.

Communicate orally and in writing sufficiently to express ideas, thoughts, and instructions clearly.

Plan and conduct a system of continuous evaluation of program activities.

Coordinate and conduct effective in-service training activities.

Collaborate effectively on inter- and intra-agency levels.

Keep accurate records and submit reports in a timely manner;.

Meet the physical requirements necessary to perform assigned duties in a safe and effective manner for self and others.

EDUCATION AND EXPERIENCE

Any combination of education, training, and experience that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the required knowledge and skills would be:

Education:

Possession of a B.A. Degree.

Experience:

Various years of teaching experience in an intermediate and/or high school setting along with some experience and/or training in vocational/career education and guidance of high-risk youth.

License or Certificate:

Possession of an appropriate California Secondary Teaching Credential.

Possession of a valid Class C California Driver's License.

Insurability by the designed liability carrier for the Santa Cruz County Office of Education.

SPECIAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Essential duties require the following physical skills and work environment:

Sitting frequently on a daily basis; standing and walking short distances; lifting 50 lbs. maximum with frequent lifting and/or carrying objects weighing 10-25 lbs. Frequent use of hands, vision, hearing, speech/language processes. Physical strength and emotional stamina sufficient to organize and coordinate a variety of activities; ability to use a variety of vocational education materials and supplies, telephone, computer, teaching aids, files, luggage cart, and automobile.

SPECIAL REQUIREMENTS (CONTINUED)

Assigned work is normally performed in both an office and a school site environment. Continuous contact is required with administrators, teachers, parents, employers, and local community agencies.

Approval Date: August, 1995.