

RIVERSIDE UNIFIED SCHOOL DISTRICT

CLASS TITLE: SENIOR OCCUPATIONAL TRAINER (Range 18)

BASIC FUNCTION:

Under the direction of the Vocational Education Administrator, manage and operate the workshop program for severely handicapped, learning handicapped, physically or visually impaired or other assigned students; provide work direction and guidance to assigned staff.

REPRESENTATIVE DUTIES:

Manage and operate the workshop program for severely handicapped, learning handicapped, physically or visually impaired or other assigned students. *E*

Perform task analyses; break down steps to enable students to perform a task; adapt jobs to meet the needs of individual students. *E*

Supervise students and monitor their progress and behavior; prepare and maintain related records; supervise students who are unable to perform work at a job site. *E*

Provide work direction and guidance to assigned classified and certificated staff in the completion of contract jobs. *E*

Pick up and deliver materials to businesses. *E*

Procure contract community jobs including business materials. *E*

Prepare, set-up and conduct workshops to demonstrate skills; develop workshop schedules and make changes as needed; conduct in-services to staff related to workshops. *E*

Operate a variety of tools, machines and equipment related to custodial, food service or gardening work and demonstrate skills. *E*

Perform necessary medical duties independently and with cohort as needed such as gastronomy tube feedings, administration of medication, catheterizations, suctioning, checking blood sugar levels for students with diabetes, monitor food intake, administer Diastat per district policy and shower students per IEP goal or emergency need. *E*

Perform duties of an Occupational Trainer as needed.

Assist in providing pre-vocational skills for developmental students who are unable to perform contract jobs.

Place students in appropriate work situation.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Principles of providing work direction to others.
Public speaking techniques.
Academic, vocational and community curriculum.
District organization, operations, policies and objectives.
Oral and written communication skills.
Preferred methods of demonstrating vocational skills.
Community resources.
Cleaning materials, gardening tools, various food service operations and other job skills as assigned.
Interpersonal skills using tact, patience and courtesy.
Record-keeping techniques.
Employment laws and applicable sections of the State Education Code.

ABILITY TO:

Manage and operate the workshop program for severely handicapped students.
Provide work direction and guidance to assigned staff.
Perform task analysis.
Prepare and deliver oral presentations.
Demonstrate and train students in vocational, academic and community skills and tasks.
Monitor student progress and behavior.
Operation of various tools or equipment in demonstrating job skills.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Determine appropriate action within clearly defined guidelines.
Maintain records and prepare reports.
Coach students with appropriate behavior when in the community; maintain student safety.
Correctly identify medical emergencies when in the community without direct supervision utilizing CPR, First Aid as trained.
Attend training required by the district.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years of experience in a variety of workshop and work skills for the severely or learning handicapped.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.
Valid CPR and First Aid certifications.

WORKING CONDITIONS:**ENVIRONMENT:**

Indoor and outdoor environment.
Driving a vehicle to conduct work.
Driving a District vehicle to transport students to job-training activities in the community.

PHYSICAL ABILITIES:

Seeing to monitor students.
Dexterity of hands, wrists and fingers to operate tools, machines and equipment.

E=Essential Functions

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Hearing and speaking to exchange information and make presentations.
Sitting or standing for extended periods of time.
Reaching overhead, above the shoulders and horizontally to demonstrate skills.
Bending at the waist to assist students.
Pushing wheelchairs.
Lifting students out of wheelchairs.
Lifting students to changing table for diapering.
Transferring/lifting students onto commode.

HAZARDS:

Exposure to anti-social and abusive behavior.
Exposure to blood-borne pathogens, bodily fluids and infectious diseases.