POSITION DESCRIPTION

TITLE: Community and Work-Based Learning Service Worker
LOCATION: High School
REPORTS TO: Principal
DEPARTMENT: Secondary Special Education

SUMMARY STATEMENT:
Under the general supervision of the certificated teacher and the building principal or designee, the Community and Work-Based Learning Service Worker will be responsible to assist in the supervision and delivery of instructional activities, working closely with students on an individual as well as small group basis in the classroom and for support of the certificated teacher in the selection, coordination, and recruiting of businesses to serve as training sites for students enrolled in high school special education. The Service Worker will implement under the supervision of the certificated teacher the procedures, monitoring, instruction, and data collection in regard to students enrolled in Community and Work-Based Learning Programs.

*Indicates Washington State Core Competencies for Staff Assistants for each essential function and qualification.

ESSENTIAL FUNCTIONS:
1. Communicate effectively with students, staff, parents, and members of the business community. (*5)
2. Support in the recruitment, development, and coordination of learning/training sites in the Clark County area. Assist them in working with students. Promote program to staff, students, businesses, and the community. (*4-5-9)
3. Support the teacher to provide information and training for students and site supervisors to assist them in working with students. (*4-5-9)
4. Serve as liaison for concerns, information, referrals, and operation of the program between businesses and the school. (*5)
5. Arrange and/or monitor student transportation to and from learning/training sites. Provide orientation and support in the use of local public transportation when necessary.
6. Monitor on a regular basis the progress in meeting individual student goals and objectives. (*9)
7. Communicate with parents in regard to student attendance.
8. Maintain student data files, including attendance records, wage reports, and work evaluations. Maintain a log of activities and employer contacts. (*9)
9. Assist students in whatever skills are necessary in order to be successful on the job. (*9)
10. Travel from location to location in order to accomplish tasks.
11. Attend various training sessions as necessary so as to maintain an up-to-date understanding of Special Ed students.

OTHER RESPONSIBILITIES:
1. Perform other related duties as assigned.

PHYSICAL DEMANDS REQUIRED:
Vision (66-100%)  Speaking (66-100%)  Hearing (66-100%)
Writing (66-100%)  Walking (33-66%)  Sitting (Up to 33%)
Use of hands and/or arms for repetitive motion (33-66%)  Acceptable Attendance  Standing (33-66%)
Lifting/Carrying Up to 50 lbs. (33-66%)

MENTAL DEMANDS REQUIRED:
Reading Documents (66-100%)  Verbal Communication (66-100%)  Written Communication (66-100%)
Problem Solving (66-100%)  Training (66-100%)  Reasoning (66-100%)
Multiple Concurrent Tasks (66-100%)  Constant Interruptions (66-100%)  Confidentiality (66-100%)

Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.
(66-100%) = Continuously  (33-66%) = Frequently  (Up to 33%) = Occasionally

TOOLS AND EQUIPMENT NECESSARY:
IBM/PC or Macintosh, typewriter, telephone, 10-key calculator, copy machines, and all other tools and equipment necessary to perform the essential functions as listed above.

MINIMUM QUALIFICATIONS:
(Testing may be required.)
1. Light typing/keyboarding.
2. A minimum of two years of successful experience working with students in community settings and/or professional course work in Special Education. (*1-3)
3. Previous experience working with the business community.
4. Previous experience working with students in special education.
5. Demonstrated ability to communicate effectively with students, staff, parents, and the general public. (*5)
6. Demonstrated ability to work with and supervise secondary students, both on and off campus. (*9)
7. Must possess organizational skills and a commitment to follow through.
8. Must possess personal characteristics of flexibility, initiative, cooperativeness, and confidentiality.
9. Knowledge of or willingness to learn computer skills. (*13)
10. Demonstrated ability to perform under conditions of constant interruption.
11. Must be able to handle management of several ongoing and concurrent projects.
12. Must be able to travel from location to location to accomplish tasks.
13. Demonstrated ability to maintain confidentiality of sensitive information. (*4)
14. Demonstrated ability to establish and maintain positive relationships with others as part of a team. (*5)

189-190  Days Per Year (Includes Holidays)
Variable  Hrs. Per Day
Must be willing to work a flexible daily schedule. May have occasional evening or weekend work with students at work sites.

PSE: ___________________________  Date: ___________________

District: _________________________  Date: ___________________
Community and Work-Based Learning Service Worker