

	<b>Vocational Office Assistant</b>	<b>Classified Position</b>  Initial Date: May 4, 2015 Board Approval: May 12, 2015 Revision Date: March 16, 2021 Personnel Commission: May 20, 2015 Range: 41  Reports to Career/Job Training Coordinator
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**DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:**

Under general supervision, to coordinate and assist in the delivery of vocational services reports to the Department of Rehabilitation and Career/Job Training Coordinator regarding students enrolled in the Transition Partnership Program WAIL-(TPP) program within the district.

**REPRESENTATIVE DUTIES:**

- Create and maintain detailed records on students, including daily, monthly, and quarterly reports sent to the Department of Rehabilitation Qualified Professional Counselor (QRP) liaison.
- Create and disseminate monthly Personal Activity Reports (PAR's) to appropriate personnel and MHUSD Business Services.
- Document and update annual parent consent forms Participate in Cooperative Contract training, cross training, and quarterly meetings with the Department of Rehabilitation
- Performs other duties as required

**KNOWLEDGE AND ABILITIES:**

- Establish an effective communication with TPP team members
- Ability to articulate thoughts effectively both in writing and in speaking
- Be self-motivated and require a minimum of supervision
- Ability to speak Spanish desired
- Ability to cover other workstations
- Ability to deal with interruptions and/or distractions
- Ability to deal with both adults, adolescents in a school setting and the community including those individuals with special needs
- Ability to work independently with little direction
- Ability to maintain records and prepare reports
- Ability to communicate effectively both orally and in writing
- Ability to establish and maintain cooperative and effective working relationships with others

**EDUCATION AND EXPERIENCE:**

- High school diploma or equivalent is required
- Experience either in an educational or business setting
- Experience with special needs populations
- Prior experience working with high school age students, particularly those with physical and learning disabilities
- Experience as a parent or volunteer experience with a youth organization qualifies

**LICENSES AND OTHER REQUIREMENTS:**

- Current California Drivers License required
- May require pre-employment physical examination

**WORKING CONDITIONS:****ENVIRONMENTAL CONDITIONS:**

- Indoor office environment; school setting subject to frequent interruptions
- Temperature - normal climate
- Able to work in school and office environments
- Work under pressure of deadlines and time constraints
- Maintain emotional control under stress
- Requires meeting multiple demands

**PHYSICAL DEMANDS:**

- Dexterity of hands and fingers
- Lifting, carrying, pushing, pulling as assigned by position
- Seeing, hearing and speaking to exchange information
- Moderate to high stress level
- Daily contact with students, teachers, all school and District staff, parents, community members and outside agency personnel

**HAZARDS:**

- Exposure to and contact with blood and other body fluids; exposure to communicable diseases
- All body fluids shall be handled as if infectious; universal precautions policy to be consistently implemented
- Subject to exposure to communicable or infectious diseases
- Extended viewing of computer monitor
- Tasks involving extended periods of times at a keyboard or work station
- Tasks may be performed with exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances

**EMPLOYMENT STANDARDS:**

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. Individuals must maintain a professional attitude and appearance.