

**FRESNO UNIFIED SCHOOL DISTRICT
POSITION DESCRIPTION**

TITLE:	Teacher, Work Study, Special Education	REPORTS TO:	Principal
DEPARTMENT:	School Site	CLASSIFICATION:	Certificated
WORK YEAR:	183 Days	SALARY:	Regular Teacher Salary

MINIMUM QUALIFICATIONS:

California credential, teaching credential or Pupil Personnel Services credential

KNOWLEDGE AND ABILITIES:

Ability to express oneself effectively in public, in conferences and in written material

Ability to work harmoniously and effectively with the public and staff

Ability to relate experiences in employment situations to curriculum and to be able to innovate and implement classroom knowledge and skills accordingly

Knowledge of jobs in which the handicapped can be successfully employed

Knowledge of people in business, industry, workshops

Knowledge of ancillary agencies and services in school and community

DUTIES AND RESPONSIBILITIES:

Subject Area

Supervision of the work study program involving exceptional students under the jurisdiction of the teacher:

1. Seek workstations on campus, and in the community
2. Identify the social and task skill needs of the students on job training and interpret these needs into classroom experiences basic to behavioral objectives in program development
3. Assist the students in making realistic assessment of abilities and establishing educational and occupational goals commensurate with abilities
4. Compile procedures and curriculum
5. Interview the students and parents, complete the required forms, validate insurance and liability releases; orient each student as to the means and schedules of transportation to and from the job
6. Place and supervise the student on the job periodically in cooperation with the job supervisor
7. Move the student to another job within the station and/or to another situation when such is warranted

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8. Systematically evaluate each student who is placed, maintain these evaluations and transmits this information to the job site trainer for modification or extension of training and experience; utilizes evaluations for classroom discussion and improvement; forward copy of semester evaluations to work study program coordinator for central file
9. Maintain records that include data relative to work achievement, work permits, student strengths and weaknesses regarding employment potential, social and emotional limitations and competencies related to job situations, anecdotal notes and other pertinent information

Relationships

1. Maintain liaison between the Special Education Department and students and other members of the staff and administration in the school
2. Maintain liaison between Special Education Department and students in school program and job supervisors where students are placed
3. Provide classroom experiences correlated with job and social requirements; encourage students in extra-curricular activities; counsel students, arrange for team/parent conferences, plan for integration of students in some mainstream classes and be responsible for working with deans and counselors of schools to see that such programming takes place
4. Provides counseling service relative to job performance and behavior modification
5. Explain needs, goals and purposes of the program to students, parents, non-professional staff, in school, employers and job supervisors
6. Make requests for assistance from special education program coordinator and/or consultant relative to referrals to ancillary school departments and agencies in the community; behavior modification adjustments

Professional Attitude, Responsibility, and Participation

1. Professional Growth
 - a. Take courses and participates in workshops relative to behavior modification, rehabilitation, vocational education, occupational analysis
 - b. Keep abreast of current professional literature
 - c. Hold membership in one or more professional education associations
 - d. Attend community organization conferences relative to work study/work experience; rehabilitation; handicapped
2. Accept and adjust to changes in instructional practices, curriculum, instructional procedures when they benefit the program
3. Carefully observe professional ethics

Duties and responsibilities may be added, deleted or changed at any time at the discretion of management

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ACCOUNTABILITY:

Person to whom responsible: Coordinator, DIS
Evaluator: Coordinator, DIS

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