

WORKABILITY MIDDLE SCHOOL LIAISON AIDE

DEFINITION

Under general supervision, provides support to the WorkAbility Program Middle School Model; provides teacher support in the classroom for program activities and acts as liaison between the middle school staff and WorkAbility staff; performs other related duties as assigned and/or required.

ESSENTIAL DUTIES

- gathers student information required for enrollment into the WorkAbility Program
- performs as liaison between the WorkAbility Program and middle school staff, employers, and community agencies
- schedules career exploration activities for individual students and/or entire class of students
- coordinates school transportation bus routes for students to travel from one point to another for career exploration or job shadowing
- works closely with classroom teachers involved with WorkAbility to assure program guidelines are met
- compiles articles for quarterly newsletter to be sent home to parents
- may transport students during the acquisition of services
- maintains records pertaining to student participant files and activities for submission to State
- works with community organizations on career information for students
- assists middle school personnel with school wide career day
- assists students with career research
- coordinates middle school study trips
- assists middle school WA1 teachers with program instruction as needed

QUALIFICATIONS

Knowledge of: Modern office methods, procedures and standard office equipment; employment procedures, career planning; opportunities in the military and work force; correct English usage, spelling, grammar and punctuation; working with individuals with special needs; school-to-work issues for individuals with disabilities; public transportation systems.

Ability to: Communicate, verbally and in writing, with students, parents, teachers, and the public; establish and maintain cooperative working relationships with other government agencies, private business and industry; work with minimal direction and supervision; create, obtain approval for and implement programs for the middle school; effectively and efficiently operate micro-computers, terminals and other office machines and equipment.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position must perform in carrying out essential job functions.

- will infrequently exert 10 to 20 pounds of force to lift, carry, push, pull or otherwise move objects
- will sit most of the time, but may walk or stand for extended periods of time; will occasionally be required to bend, stoop, crouch, kneel, reach above shoulder level, and/or to ascend and descend a step stool or step ladder
- must possess the ability to hear and perceive the nature of sound
- must possess visual acuity and depth perception
- must be capable of providing written and oral information, both in person and over the telephone
- must possess the manual dexterity to operate business-related equipment and to handle and work with various objects and materials

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION

Experience: One year of paid or volunteer experience working with Special Education and/or handicapped school age children is preferred.

Education: Verification of a High School diploma, a GED certificate, or a higher degree supplemented by training or course work in special education, instructional technology and career awareness, and verification of the No Child Left Behind requirements as described below.

No Child Left Behind requirements:

1. Must complete two years of higher education course work (48 semester units) or
2. Possess an Associates or higher degree, or
3. Pass a formal state or local academic assessment which demonstrates the knowledge and ability to assist in teaching Reading, Writing, and Mathematics, or Reading, Writing, and Mathematics readiness.

License Requirement: Verification of a valid California Motor Vehicle Operator's License.

Condition of Employment: Insurability by the District's liability insurance carrier may be required.