

PRE-VOCATIONAL TRAINING MANAGER

Code No: 4-18-610
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This position, located at Monroe #1 Board of Cooperative Educational Services (BOCES #1), is responsible for managing the operations of the Work Training Center, a community rehabilitation program that prepares secondary students with disabilities for vocational training. Duties involve planning, scheduling and training secondary students on vocational concepts, expectations of behavior, and pre-vocational activities. The employee reports directly to, and works under the general supervision of a Special Education Principal or other higher level staff member. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Plans, schedules, and provides pre-vocational activities for students; coordinates the plan for vocational assessments;

Trains students on pre-vocational activities and monitors progress;

Trains students on vocational concepts and expectations of behavior while on work sites;

Maintains data of student reporting, including, but not limited to, attendance, reviews and behavior reports;

Meets with students and teachers to discuss any issues that arise;

Confers with students and parents in order to assist with an increase understanding and constructive participation in resolving students' vocational needs and use of appropriate resources;

Oversees staff responsible for assisting students in the Work Training Center and ensures proper staff training;

Develops and facilitates the completion of individual career plans;

Develops pre-vocational activities including, but not limited to, student laundry programs, recycling programs and shredding services;

Provides school staff with essential information about each student's vocational abilities and achievement for staff to better accommodate individual student needs;

Introduces appropriate vocational concepts to students for post-graduation programs;

Develops practice activities and makes them available to students who do not meet standards for volunteer activities;

Takes necessary and reasonable precautions to protect students, equipment, materials and facilities while meeting accepted standards of professional behavior.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of state and federal child labor laws; thorough knowledge of state and federal requirements on the payment of sub-minimum wages; good knowledge of related regulations, policies, and ethical issues related to the provision of services, including least restrictive environments, due process, assessment, discipline, transition, supplemental services and supports, specialized health care and assistive technology; good knowledge of levels of severity, multiple disabilities and their influence on development, behavior and learning; good knowledge of aspects of schedules, routines, and transitions that promote development and learning; good knowledge of differences of students and how it affects approaches to learning; good knowledge of content, students, learning practices and outcomes, resources, and designing assessments during the planning and preparation stages; ability to create instructional opportunities that adapt to diverse learners; ability to operate related software; ability to plan and organize a pre-vocational program; ability to maintain collected data; analytical ability; ability to instruct others in a variety of tasks; ability to analyze and solve problems; good judgment, physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Graduation from a regionally accredited or New York State college or university with a Master's degree in Social Work or a vocational rehabilitation counseling, psychology, sociology, human services, counseling, mental health, disability services, or education field plus one (1) year paid full-time or its part-time equivalent experience in vocational rehabilitation counseling or administration, vocational guidance counseling, vocational assessment services, vocational work shop supervisor, or counseling such as clinical mental health counseling or family counseling; OR,
- (B) Graduation from a regionally accredited or New York State college or university with a Bachelor's degree in one of the fields mentioned in (A) above plus two (2) years paid full-time or its part-time equivalent experience in vocational rehabilitation counseling or administration, vocational guidance counseling, vocational assessment, vocational work shop supervisor, or counseling such as clinical mental health counseling or family counseling; OR,
- (C) An equivalent combination of training and experience defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENTS: If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

Monroe County Civil Service Commission
ADOPTED: September 3, 2020