



SOCORRO INDEPENDENT SCHOOL DISTRICT

Department of Human Resources

JOB DESCRIPTION

Job Title: Vocational Adjustment Class Teacher

Salary Block: Teacher Salary Scale

Reports To: Director of Special Education and Assistant
Director of Special Education

Terms of Employment: 187-226 Days

Exemption Status: Exempt

Primary Purpose:

The primary purpose of this position is to teach pre-vocational and vocational coursework to special education students.

Qualifications:

Education/Certification:

- Bachelor's Degree
- Texas Teaching Certificate
- Special Education Certificate
- Valid Driver's License

Major Responsibilities and Duties:

1. Teaches and/or coordinates the teaching of pre-vocational and vocational subjects to a level acceptable for entry into the vocational education program on campus and/or in the community.
2. Provides coordination of individual programming/schedules of students both on and off campus.
3. Reviews the progress of students with respect to the Individual Education Plan (I.E.P.).
4. Attends ARD meetings and works with the ARD Committee in writing and reviewing educational plans.
5. Assumes responsibility for keeping and reporting attendance of students to the attendance clerk in each school.
6. Keeps the transition coordinator informed of the progress of students in the CAP and VAC programs.
7. Works in collaboration with the Transition Coordinator to acquire training stations for students who have reached that stage of development.
8. Monitors student performance on the job site on an ongoing basis.
9. Provides classroom teachers with support in the development of pre-vocational skills for special education students.
10. Supervises job coaches on-the-job with students and monitors proper documentation required according to the Department of Labor.
11. Displays initiative, motivation, and an aptitude for functioning as a coordinator and/or counselor.
12. Is punctual at all times in reporting to duty and meetings.
13. Upholds and adheres to safety rules and policies of the SISD safety program.
14. Supports the goals and objectives of the school district and follows district policy.
15. Demonstrates the ability to attend work on a regular and routine basis to avoid disruption to district operations.
16. Demonstrates a high level of independent, ethical, and professional conduct
17. Performs any other duties as assigned by the appropriate supervisor.
18. Provides optimal customer service to all students, employees, parents, community members and any other stakeholders of the district.

Vocational Adjustment Class Teacher

Mental Demands/Physical Demands/Environmental Factors:

Mental Demands: Reading; ability to perform basic arithmetic; ability to communicate effectively (verbal and written); maintain emotional control under stress.

Physical Demands/Environmental Factors: Frequent district and region-wide travel; occasional prolonged and irregular hours.

This job description describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Evaluation: Performance of this job will be evaluated in accordance with the provisions of Board policy.

Employee Name (please print)

Signature

Date

Socorro Independent School District does not discriminate on the basis of race, color, religion, gender, sex, national origin, age, disability, military status, genetic information, or any other basis prohibited by law in its employment practices or in providing education services, activities, and programs, including career and technical education (vocational programs). For additional information regarding Socorro Independent School District's policy of nondiscrimination contact, the Chief of Human Resources: (915) 937-0201, 12440 Rojas Dr., El Paso, TX 799

ADOPTED: 03-05-85

AMENDED: 05-25-01, 01-06-06, 01-11-06, 10-05-16,10-23-17, 08-01-18, 09-17-19