

**Jefferson School District  
Job Description**

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**Job Title:** Vocational Trainer  
**Reports To:** Principal  
**FLSA Status:** Non-Exempt

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**JOB SUMMARY**

This position assists teachers and other high school staff in planning, implementing, and monitoring vocational education programs and district testing programs.

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**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.*

1. Follows and maintains knowledge of all District policy(ies) and procedures.
2. Serves as testing coordinator for the school including training other staff on process and procedure.
3. Maintains a safe environment for students at all times.
4. Supervises students taking tests and ensures compliance with all rules and standards.
5. Inputs, files and accurately tracks testing data including paper and electronic records.
6. Completes computer data entry work, using District computer programs, to input a high volume of data with speed and accuracy, including confidential data, in an environment with frequent interruptions.
7. Coordinates and maintains accurate paperwork and program records.
8. Maintains student portfolios and records.
9. Supervises large groups of children insuring safety and security at all times.
10. Assists teachers and students assigned by principal.
11. Plans college visitations, senior interview fair and other activities related to vocation training.
12. Coordinates and administers the student surveys.
13. Attends meetings as assigned.
14. Assists teachers with some clerical duties including filing, grading papers, typing and/or data entry, duplicating materials and operating general office machinery including photocopy machines, computers and fax machines.
15. Maintains accurate student records, attendance records and files.
16. Assists counselor with tests, results and records.
17. Administers tests as assigned, including maintaining testing schedules and recording results.
18. Assists in recording and organizing free and reduced price lunch program information.
19. Participates effectively at regular team meetings with teacher and other support staff using appropriate social skills, problem solving and conflict resolution strategies.
20. Maintains appropriate certifications and training hours as required.
21. Appropriately maintains and secure confidential records and inquiries.
22. Professionally represents the school and the District in interactions with parents, community, staff, and students
23. Complies with applicable District, state, local and federal laws, rules and regulations.
24. Attends work regularly and is punctual.

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## MARGINAL DUTIES AND RESPONSIBILITIES

*Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.*

1. Attends in-service trainings.
2. Attends staff meetings.
3. Provides general assistance to other staff, as needed.
4. Fills out communication log(s).
5. Reports issues to authorities as necessary, animal control, suspicious activity etc.

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## SUPERVISORY RESPONSIBILITIES

This position provides supervision and direction to student aides. All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

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## QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** Associate's degree (A.A.) or equivalent from two-year college or technical school and at least two years' related experience and/or training or equivalent combination of education and experience. Ability to accurately enter and retrieve computerized data. Must be highly qualified under the reauthorized ESEA. Prior successful experience working in a school setting or with adolescent students preferred.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit. Demonstrated ability to successfully work with adolescent students, parents and staff.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to effectively present information and respond effectively to questions in one-on-one, small group situations to students and other school staff. Ability to verbally respond to common inquiries from students. Ability to read and interpret documents such as safety rules, IEPs, operating and maintenance instructions, procedure manuals and governmental regulations. Ability to write routine reports and correspondence.
- **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent.
- **Reasoning Ability:** Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of instructions in varying forms and deal with several abstract and concrete variables. Ability to problem solve and deal with a variety of concrete variables in situations where only limited standardization exists.
- **Computer Skills:** General knowledge of computer usage and ability to use, e-mail, internet software and word processing software. Ability to proficiently use the following programs strongly preferred: MS Word, Excel, Groupwise, Web Portal, and student information systems. Ability to type accurately and proficiently.

- **Other Skills and Abilities:** Ability to appropriately communicate with students, teachers, parents and members of the community. Ability to exercise good judgment while working in a dynamic environment.
- **Certificates, Licenses, Registrations: Certificates, Licenses, Registrations:** Certificates as determined by the District including meeting current highly qualified requirements under the reauthorized ESEA. Ability to obtain a valid Oregon Driver License, CPR/First Aid card, bloodborne pathogen training and blood spill training.

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### PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; stand; sit; use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is occasionally required to stoop, kneel or crouch. The employee must regularly lift and/or move up to 25 pounds. The employee may occasionally climb stairs or ladders. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral vision.

### Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment combines a standard office setting including standard office equipment (fax, copier, phone, computer, 10-key, etc.) with the standard classroom setting. The noise level in the work environment is usually low to moderate, but occasionally high depending upon student population and activities. Employee may be exposed to bloodborne pathogens.

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### OTHER

**Note:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Prepared By: OSBA

Prepared Date: January 2010

I have read and understand this job description.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_