

VOCATIONAL EVALUATOR

Reports to:	Director of Vocational School
Classification:	Certified
FLSA Status:	Exempt
Terms of Employment:	To be established by the Board of Education annually
Evaluation:	Performance in this position will be evaluated regularly by the supervisor and in accordance with Board Policy
Compensation:	Reviewed and established annually by the Board of Education

JOB SUMMARY:

The Vocational Evaluator conducts tests and interprets test data regarding an individual's interest, abilities, and aptitudes in relationship to vocational potential. The information is used to provide students with insight into his/her vocational potential and appropriate placement into educational, vocational, and community settings that facilitate the attainment of educational and workforce goals.

ESSENTIAL DUTIES AND RESPONSIBILITIES *Other duties may be assigned.*

- Maintains regular attendance.
- Maintains confidentiality, unquestionable integrity.
- Coordinates Level II Assessments.
- Manages the evaluation process (Level III) from referral to final report.
- Establishes each student evaluation plan based on individual interest.
- Provides vocational counseling to students.
- Administers and interprets results of interest and aptitude tests, entry level skills, work samples and career exploration activities.
- Conducts parent conferences to discuss evaluation assessment results including vocational strengths, weaknesses, program placement recommendations, and Career Center selection process.
- Maintains and conducts advisory committee meetings consisting of members from sending schools.

SUPERVISORY RESPONSIBILITIES:

Secretary

QUALIFICATION REQUIREMENTS:

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:

Degree(s) required in major area of study.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Missouri Vocational Evaluation Certificate or a Missouri Secondary Counseling Certificate with specialization in vocational assessment.

COMMUNICATION SKILLS:

- Ability to read, analyze and interpret general periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, correspondence, and procedure manuals consistent with the duties of this position.
- Ability to effectively present information and respond to questions from administrators, staff and the general public.

MATHEMATICAL SKILLS:

- Ability to work with mathematical concepts such as probability and statistical inference, fundamentals of plane and solid geometry and trigonometry that are directly related to the duties of this position.
- Ability to apply concepts such as basic arithmetic calculations, fractions, percentages, ratios, and proportions to practical situations that are directly related to the duties of this position.

REASONING ABILITY:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES:

- Ability to apply knowledge of current research and theory to instructional program; ability to plan and implement lessons based on district and school objectives and the needs and abilities of students to whom assigned.
- Demonstrates patience, respect, and understanding for students.
- Demonstrates a sense of professional responsibility.
- Ability to complete duties and responsibilities as assigned.
- Ability to establish and maintain effective relationships with students, staff, parents, and patrons.
- Excellent oral and written communication skills.
- Ability to perform duties in full compliance with district requirements and School Board policies.

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 frequently required to stand and talk or hear and sometimes walk and sit. While performing the duties of this job, the employee may occasionally push or lift up to 50 lbs such as boxes of books and AV/VCR carts. The employee is directly responsible for safety, well-being, or work output of other people. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

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 noise level in the work environment is quiet to moderate. Duties are performed indoors and occasionally outdoors.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

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Revised: SY 2004-2005