

## 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

### 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.