

## **Washington West Supervisory Union Job Description**

**JOB TITLE:** Community Living Skills Trainer

**FLSA STATUS:** Non-Exempt

**UPDATED:** FY 2014

**POSITION OBJECTIVES:** To instruct, assist and supervise special education students in the community living skills program, working with individuals and/or small groups, in the classroom and in the community settings; to play a key role assessing the progress and needs of assigned students, and in developing and modifying individualized instructional programs.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** include the following. Other duties may be assigned.

- Implement community-based job and life skills training programs, including: pre-testing in community on basic skills; modeling and training in community living and job skills and acceptable social behavior; supervising and ensuring the safety of students while in the community; monitoring and recording student progress and problems; following through as appropriate in classroom and lab instruction.
- Implement instructional plans and programs for assigned students in the classroom and labs, under the general direction of classroom and/or special education teachers, working with students on academic subject matter, and job training and community living skills, with an emphasis on personal safety and appropriate social skills.
- Adapt classroom materials/methods as appropriate to meet the needs of students, in consultation with classroom and/or special education teacher.
- Administer non-normative tests to individual or small groups of students.
- Develop, compile and organize appropriate instructional materials, with teacher guidance.
- Instruct students in computer skills, such as basic typing/keyboard skills, use of word processing programs, and the like. Adapt computer instruction methods and materials to meet special student needs.
- Implement behavior management plans for individual students.
- Supervises student(s) when teacher is absent from room for short periods.
- Additional duties as assigned.

**SUPERVISION RECEIVED:** Moderate to minimal supervision is received from a classroom or special education teacher, or other senior staff member.

**SUPERVISORY RESPONSIBILITIES:** No formal supervisory duties. May train, assist and occasionally direct junior co-workers and parent volunteers, but generally works along with those persons.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

- Bachelor's degree in education or other appropriate discipline, or high school degree plus four years of directly related experience, or a combination of education and experience from which comparable knowledge and skills are acquired.
- One year of directly relevant experience desirable and possibly required.
- Good working knowledge of disabilities of special education students, and special education teaching methods, theories and laws.

- Relevant experience working with children/adolescents.
- Good understanding of standard classroom operations and teaching methods.
- Good basic teaching skills.
- Strong reading, writing and math skills; demonstrated mastery of academic subject matter being taught to students. Relevant training/experience pertinent to computer instruction curricula.
- Ability to show patience, respect and compassion in working with students.
- Ability to assist students physically as required.

**PHYSICAL EFFORT AND STRESS:** Physical ability to perform the essential functions of the job as outlined above, in addition to the following:

While performing the duties of this job, the employee is frequently required to stand; walk; and sit. The employee is regularly required to see, talk and hear. The employee is regularly required to use hands to finger, handle, or feel. The employee is occasionally required to reach with hands and arms; climb steps; stoop, kneel, or crouch. The employee must occasionally lift, carry, move and/or restrain school-aged students. Employee is occasionally required to drive. Employee is regularly required to handle stressful situations and resolve conflicts. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORKING CONDITIONS:** While performing the duties of this job, the employee is occasionally exposed outside weather conditions. The noise level in the work environment is usually moderate.

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This general outline illustrates the type of work, which characterizes the Job Classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.