



# RIALTO UNIFIED SCHOOL DISTRICT CLASSIFIED

## WORKABILITY LIAISON AIDE

### DEFINITION:

Under the direction of an assigned Administrator or Supervisor, provide support to special education programs by delivering an array of transition services; provide teacher support in the classroom and for program activities, and acts as liaison between the school staff and WorkAbility staff; with lessons and activities; assist students in identifying and evaluating their abilities and pre-vocational soft skills; mentor and model essential pre-vocational readiness skills; perform other job-related duties as assigned and/or required.

### ESSENTIAL DUTIES:

- Gather student information required for enrollment into the WorkAbility Program.
- Perform as liaison between the WorkAbility Program and school staff, employers, and community agencies.
- Assist school WA1 teachers with program instruction as needed.
- Schedule career and college exploration activities for individual students and/or entire class of students.
- Support the implementation of strategies to develop the student's independence.
- Coordinate school study trips.
- Coordinate school transportation for students to travel from one point to another for career exploration or job shadowing.
- Work closely with classroom teachers involved with WorkAbility to assure program guidelines are met.
- Collaborate with classroom teachers to support instruction and deliver an array of transition services for students who receive special services.
- Compile articles for quarterly newsletter to be sent home to parents.
- May transport students during the acquisition of services.
- Maintain records pertaining to student participant files and activities for submission to State.
- Assist students with career research.
- Work with community organizations to provide resources on career and post-secondary information for students.
- Provide on-site coaching with students to prepare them with work-readiness skills.
- Assist school personnel with school wide career day.
- Supervise students before school, during school events, after school, and off campus activities, including transportation.
- May assist students with toileting, feeding, and hygiene needs.
- Perform other job-related duties as assigned and/or as required.

### KNOWLEDGE AND ABILITIES:

#### KNOWLEDGE:

- Modern office methods, procedures and standard office equipment.
- Employment procedures, career planning; opportunities in the military and work force.

- Correct English usage, spelling, grammar and punctuation.
- Working with individuals with special needs.
- School-to-work issues for individuals with disabilities.
- Public transportation systems.

#### ABILITY TO:

- Communicate, verbally and in writing, with students, parents, teachers, and the public.
- Establish and maintain cooperative working relationships with other government agencies, private business and industry.
- Work with minimal direction and supervision.
- Create, obtain approval for and implement programs for the school.
- Effectively and efficiently operate -computers, terminals and other office machines and equipment.

### **EDUCATION AND EXPERIENCE**

#### 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.

#### EXPERIENCE:

One year of paid or volunteer experience working with Special Education and/or handicapped school age children is preferred.

### **LICENSE CERTIFICATIONS AND OTHER REQUIREMENTS:**

- Verification of a valid California Motor Vehicle Operator's License.
- A First Aid certificate and a CPR certificate issued by the American Red Cross is required at time of employment and must be kept current as a condition of continued employment.
- Obtain and maintain District approved Crisis Intervention System certification (e.g. PCM, Pro-ACT, CPI).
- Insurability by the District's liability insurance carrier may be required.

### **WORKING CONDITIONS:**

#### PHYSICAL ELEMENTS:

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 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.

POTENTIAL HAZARDS:

N/A

**Revision Date: 2/1/2024**