

**VOCATIONAL DIRECT SUPPORT PROFESSIONAL**  
**(Vocational Instructor)**

**Qualifications:**

**Education:** High School Diploma

**Substitution for Education:** GED Certificate

**Experience:** Two years full-time employment in regular industry or community program.

**Working Relationships:**

1. The Vocational Instructor is directly responsible to the Job Crew Supervisor, Supported Employment Coordinator and the Vocational Director.
2. Those under the responsibility of the Vocational Instructor shall include all participants assigned to him/her.

**Essential Duties:**

1. Shall be directly responsible to the Job Crew Supervisor, Supported Employment Coordinator and the Vocational Director.
2. Shall develop and implement direct instruction plan for participants at the work site to include specific skill training and adjustment to the work environment.
3. Shall maintain all on-the-job records, evaluate instructional plan and participant progress weekly (making revisions whenever necessary).
4. Shall participate in case reviews and goal planning for each participant.
5. Shall be responsible for safety of participants, train participants in safe work habits, and clean up on the work site(s).

**Duties:**

1. Shall prepare analysis of work environment, requirements, and specific analysis.
2. Shall utilize behavior-training strategies to correct inappropriate behaviors and/or discipline issues.
3. Shall supervise participant's breaks and lunches as required, and train participants in personal and social behaviors appropriate for the work environment where they are employed.
4. Shall perform all other duties assigned by the Job Crew Supervisor, Supported Employment Coordinator, or the Vocational Director.