

# VOCATIONAL ASSESSMENT COORDINATOR

## Tompkins County

**Department:** Tompkins-Seneca-Tioga BOCES

**Classification:** Competitive

**Approved:** 10/15/90

**By:** HH, Commissioner of Personnel

### **MINIMUM QUALIFICATIONS:**

(a) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelors degree in Vocational Education, Counseling, Vocational Rehabilitation, or Special Education; **OR**

(b) Graduation from a regionally accredited or New York State registered four year college with a Bachelors degree **AND** two years experience in administrative and evaluation of vocational, aptitude or psychological testing.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

### **DISTINGUISHING FEATURES OF THE CLASS:**

This position involves the responsibility for obtaining information about an individual's vocational aptitude, interests, and skills by administering and scoring work samples and through psycho-metric tests. The test are scored according to set guidelines given in manuals and interpreted by the Vocational Director. Psychological and/or vocational interpretation/assessment of these tests is a major portion of the work load. The Vocational Evaluator assesses skills and aptitude and provides vocational planning or counseling as indicated. Supervision is exercised over the work of Vocational Technician and other related clerical staff. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

- Meets with Director of Special Education and Occupational Education to determine assessment allotments for component schools and BOCES Programs;
- Sets up assessment schedule for the school year and notifies component schools of schedule and referral procedures;
- Determines appropriate assessments for referred students based on student's functional level, age, and assessment request of referral source;
- Takes part in the assessment of the student by interviewing the student and administering some of the assessments and deciding which assessments the Assessment Assistant may administer and score;
- Interprets all the assessments and makes appropriate estimates of the students' vocational interests, abilities, deficits, special vocational needs, and lease restrictive options for vocational programming;
- Writes up a summary report of the vocational assessment, scores, and recommendations for vocational programming options, remedial needs, etc., and sends reports in a timely fashion to the referral source;
- Keeps assessment materials and equipment current and in good order, reorder consumable materials;
- Meets with vocational instructors to discuss assessment results and remedial activities for their students.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Good knowledge of the administration and interpretation of a variety of educational and vocational tests;
- Working knowledge of occupational information, the job market, and the requirements for training and employment in occupations, especially the vocational training programs in BOCES, the component schools, and community colleges;
- Good judgement;
- Physical conditions commensurate with the demands of the position.