

REHABILITATION EDUCATION SPECIALIST

DESCRIPTION OF WORK

Work in this class involves providing appropriate educational and training opportunities for rehabilitation employees within a geographical region or in a statewide specialty area.

Employees periodically assess the training needs of employees and prescribe appropriate educational or training programs. Work includes identifying training resources, designing curricula, and instructing in and/or coordinating training activities. Work is performed independently under the general supervision of an Assistant Director and is reviewed through periodic conferences and evaluation of established training programs.

EXAMPLES OF DUTIES PERFORMED

Assesses employees academic training and work experience, and develops a plan of skill development for each rehabilitation worker; maintains records on each staff member and makes or recommends assignments of staff for specialized training programs.

Assists in development of training manuals and guidelines for the rehabilitation agency and provides interpretations of related policies and procedures for staff.

Assists unit offices and facility programs in securing instructors and materials for in-service training; maintains lists of resource people and materials available within a geographical region or specialty area.

Evaluates local and statewide training programs with regard to content and method of presentation; makes recommendations for improvements or modifications to better meet the needs of participants.

Evaluates the training progress of each staff member and makes appropriate recommendations for additional training; prepares narrative evaluation reports for submission to Personnel Office that directly affect the employee's salary adjustment or promotional possibilities; communicates with line supervisors and evaluatees in order that deficiencies can be eliminated.

Participates with other agencies in the development and implementation of joint training programs.

Prepares grant requests for training funds; monitors the disbursement of these monies; reviews and makes determinations on employee training requests regarding tuition refund or educational leave.

Performs related duties as required.

RECRUITMENT STANDARDS

Knowledges, Skills, and Abilities

Considerable knowledge of the principles and needs of training for the rehabilitation workers.

Considerable knowledge of physical, psychological, and developmentally disabled groups and the rehabilitation processes necessary to correct these handicaps.

General knowledge of the principles and philosophies of education.

Ability to organize and plan special training programs for rehabilitation workers.

Ability to design new and innovative teaching techniques and curricula and incorporate them into education programs for rehabilitation workers.

Ability to maintain effective relationships with officials of higher education facilities, teachers, line supervisors, and the general public.

Ability to develop curricula and organize specific course content at a level acceptable to colleges and universities.

Minimum Education and Experience

Master's degree in rehabilitation, counseling, vocational evaluation, or closely related human service field and three years of experience in rehabilitation counseling, vocational evaluation, educational program development in a rehabilitation program; or, an equivalent combination of training and experience.

Degrees must be received from appropriately accredited institutions.

Special Note

This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class, but may not be applicable to all positions.