

VERNONIA SCHOOL DISTRICT 47J

1201 Texas Avenue

Vernonia OR 97064

POSITION OPENING

**YOUTH TRANSITION PROGRAM (YTP)
SPECIALIST - INSTRUCTIONAL ASSISTANT**

Date: August 4, 2022

Closing Date: August 14, 2022

POSITION STATUS: This is a full time grant-funded position for the 2022-23 school year. Rate of pay is per the Classified bargaining agreement. The continuation of this position is directly related to the continued availability of grant funding.

MINIMUM QUALIFICATION:

- High School Diploma and 21 Years of Age
- Work harmoniously with others and communicate effectively (both orally and in writing) with participants, parents, staff, and community partners.
- Ability to understand and follow oral and written instructions
- Ability to work with participants from a variety of ethnic, cultural, and language backgrounds
- Ability to maintain confidentiality
- Ability to work in an environment that can be both physically and emotionally fatiguing, and perform physically demanding job activities
- Ability to work independently and in a self-directed manner to meet all deadlines and maintain responsibilities including organizing, planning, and initiating community outreach
- Ability to develop contacts in the business community to promote the district's transition program
- Ability to serve as liaison between the district and Vocational Rehabilitation Services (VR) and Developmental Disability Services (DDS)
- Interpret and understand school and district procedures and policies
- Be familiar with federal and state regulations related to student employment (wage, work hour laws, etc.)
- Ability to operate a computer, telephone and other office equipment
- Be qualified to transport students as needed
- Ability to respond to and direct students and YTP clients
- Ability to maintain a flexible schedule that will include some evening and weekend hours

JOB RESPONSIBILITIES:

Provide a variety of school-to-work activities under the direction of the high school special education teacher and the director of special education. These activities include (but are not limited to):

- Identify and contact potential YTP clients
- Maintain and report YTP documentation and progress, including but not limited to Pre-Employment Transition Services (PreETS) data, in a timely manner
- Organize and oversee career exploration activities, job shadow experiences, on and off campus work experiences for YTP clients and YTP-eligible students
- Provide workplace support to YTP clients and eligible students, such as job coaching
- Create and maintain school-based work experiences, including Logger Concessions and other student businesses

- Provide transportation training
- Provide necessary information to VR to assist in student referral and placement
- Conduct interviews for exiting students and collect data for Post-School Outcomes
- Provide Pre-ETS to students ages 14-21 that experience disability, including but not limited to, planning and delivering lessons related to career exploration and job readiness
- Collaborate with other special education and general education staff as well as outside agencies, to create seamless and integrated transition services for students and YTP clients
- Organize field trips to support classroom instruction
- Attend training, monthly meetings, and other YTP events as assigned
- Perform other duties as assigned

APPLICATION PROCEDURE:

Current District employees please submit the following:

- Letter of Interest

All other candidates please submit the following:

- Letter of Interest
- Completed Application
- Current Resume
- Letter(s) of Recommendation
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Application materials to be submitted to:

Vernonia School District 47J

Attn: Barb Carr (bcarr@vernoniak12.org)

1201 Texas Avenue, Vernonia, OR 97064

Phone (503) 429-5891 Fax (503) 429-7742