

TRANSITION SPECIALIST

BASIC FUNCTION:

Under the direction of the Director of Special Education or management designee, serve as a liaison for disabled students, including students receiving services through Special Education and under Section 504 enrolled in the Transition Partnership Program (TPP) in collaboration with the Department of Rehabilitation (DOR). Assist students with transition from high school to a work environment; serve as liaison between district and local businesses.

REPRESENTATIVE DUTIES:

- Provide support to students involved in TPP by developing employment and training skills opportunities. **E**
- Serve as liaison for students enrolled in the TPP and DOR programs to assist with the transition from high school to a work environment or post-secondary education training. **E**
- Provide assistance with job or career searches; provide job seeking skills training and preparation; identify job leads, assist with completion of job applications, resume development and interview preparation; provide information related to general employment rules and regulations; develop and conduct career seminars. **E**
- Provide individual support in order to overcome individual barriers to employment, including job coaching, counseling and guidance related to job search and job skills. **E**
- Provide direction to students regarding techniques for obtaining and maintaining employment; maintain on-going communication with employer, as needed. **E**
- Assists students with research activities related to post-secondary education and employment training programs, requirement and related information; coordinate and accompany students on campus tours; assist students with the completion of registration, admissions documents, financial aid and other related materials. **E**
- Communicate with administrators, staff, parents, counselors and community representatives to coordinate and implement activities of the program. **E**
- Prepare and maintain a variety of related records, logs, notes, files and reports; prepare and maintain job market surveys; prepare other related reports and case files as needed. **E**
- Perform related duties as assigned. **E**

KNOWLEDGE OF:

Disability related modifications/accommodations in employment/educational settings.

Community resources and employment opportunities.

Employment and job development techniques.

Interpersonal skills using tact, patience and courtesy.

Correct oral and written usage of English and a designated second language.

Oral and written communication skills.

Record-keeping techniques.

Principles, practices and procedures, goals and objectives of the Department of Rehabilitation Program and the Transition Partnership Program.

Operating systems and standard diagnostic utilities.

Modern office practices, procedures and equipment
Correct English usage, grammar, spelling, punctuation and vocabulary.

ABILITY TO:

Work independently in the absence of supervision.
Serve as a liaison for students enrolled in the DOR and TPP programs.
Assist program students with a variety of activities related to entry into post-secondary training/education programs.
Translate and interpret English and a designated second language.
Communicate effectively both orally and in writing.
Establish and maintain cooperative working relationships with others.
Understand and follow oral and written instructions.
Maintain records and prepare reports.
Plan and organize work effectively, meet schedules and timelines.
Work outside of scheduled hours and days, including weekends, when necessary due to student needs.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college-level course work in counseling, psychology or a related field and two years experience in job training/job development programs.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

Indoor work environment.
Driving a vehicle to work sites to conduct work.

PHYSICAL ABILITIES:

Bending at the waist, kneeling and crouching.
Reaching overhead, above shoulders and horizontally.
Dexterity of hands and fingers to operate personal computer and other office equipment
Seeing to perform assigned duties.
Hearing and speaking to exchange information in person and on the telephone.
Repetitive hand and body motions.
Subject to sitting at a desk for extended periods.
Subject to standing for extended periods of time.
Lifting materials up to 30 pounds.

7/1/15
SMJUHSD
Range 26