

VERNONIA SCHOOL DISTRICT 47J

1201 Texas Avenue

Vernonia OR 97064

POSITION OPENING

**VHS COMMUNITY TRANSITION SERVICES
SPECIALIST - INSTRUCTIONAL ASSISTANT**

Date: November 5, 2024

Closing Date: When Filled

POSITION STATUS: This is a 0.625 FTE position for the 2024-25 school year, funded through an Interagency Agreement with Oregon Vocational Rehabilitation Services. Rate of pay is per the Classified bargaining agreement. The continuation of this position is directly related to the continued availability of Pre-Employment Transition Services (Pre-ETS).

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 provide Pre-Employment Transition Services
- 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):

- Provide information about Pre-ETS to any student who is eligible for special education (IEP) or 504 services
- Maintain and report Pre-ETS documentation and progress, including but not limited to Pre-Employment Transition Services (Pre-ETS) data, in a timely manner
- Organize and oversee career exploration activities, job shadow experiences, on and off campus work experiences for authorized students
- Provide workplace support to authorized students, such as job coaching
- Provide transportation training
- Provide necessary information to VR to assist in student referral and placement

- 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
- Organize field trips to support classroom instruction
- Attend training, monthly meetings, and other 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

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