

## Western Placer Unified School District

### POSITION DESCRIPTION

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Position Title: Transition Services Coordinator

Department: Special Education

Report To: Director of Special Education

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#### **SUMMARY:**

Administer and implement the WorkAbility I (WAI) Grant and Transition Partnership Program (TPP) Contract. Provide designated instruction, counseling, and support, as it relates to post-secondary transition, to students with Individual Education Plans (IEP). Present case managers, students, and families with information, on training and employment opportunities. Provide linkages to post-secondary agencies and support services.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Administer, implement, and maintain the Workability I Grant, including budget development, preparation, and completion of all required grant applications, documents, and reports.
- Administer, implement, and maintain the Transition Partnership Program Contract, including budget development, preparation, and completion of all required contract proposals, documents, and reports.
- Attend meetings and trainings in regard to the WAI Grant and TPP Contract.
- Work collaboratively with administrators, transition services personnel, and case managers to ensure the delivery of transition services.
- Effectively communicate with supervisors, students, and parents
- Manage and supervise transition services personnel.
- Work closely with the California Department of Rehabilitation to meet the requirements of the TPP Contract.
- Maintain student databases and case files as required by the WAI Grant and TPP Contract.
- Initiates and maintains ongoing personnel contacts with a variety of business, industry representatives, and job placement/training agencies to promote the WAI Grant and the TPP Contract for job placements.
- Facilitate linkages with case managers, students, parents, business/industry, post-secondary institutions, and community organizations to support students' transition to post-secondary education and/or employment.
- Plan, organize, and provide opportunities for students to explore training, employment, and postsecondary options.
- Educate and train students, parents, school staff, and community stakeholders about the WAI Grant and the TPP Contract.

## **EMPLOYMENT STANDARDS:**

### **Knowledge, Skills, and Abilities**

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited;
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form;
- Ability to work comfortably with students, staff, parents, and the community, from diverse backgrounds, while being responsive to their needs;
- Demonstrated experience working with special populations including disabled students, students with limited English proficiency, economically disadvantaged students, and/or individuals in occupations nontraditional for their gender;
- Demonstrated successful record in planning and implementing professional development programs;
- Effective interpersonal, communication, conflict resolution, time management, and record-keeping skills;
- Knowledgeable about collecting and using data for evaluation and program improvement purposes;
- Experience working with Department of Rehabilitation and/or WorkAbility 1 Grant desirable;
- A positive, successful record of business development or industry networking is desirable.

## **QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and should have at least two (2) years of experience in the provision of transition services or a related field. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION and/or EXPERIENCE:**

Possession of an A.A. degree or higher is desirable. Prior experience with Special Education at the secondary level or college coursework is also desirable. Any combination of training and experience that demonstrates the ability to perform the duties. Experience in job placement in either private or public agencies within the last four (4) years is desirable. Experience in public relations is desirable. Valid California drivers' license and evidence of insurance, access to an automobile, drug test, TB, and criminal justice fingerprint clearance.

## **PHYSICAL CHARACTERISTICS:**

Physical, mental and emotional stamina to perform the duties and responsibilities of the position and ability to endure long hours under sometimes stressful conditions; manual dexterity sufficient to write, use telephone and business machines and related equipment; vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and in addressing groups; physical agility to push/ pull, squat, twist, turn, bend, stoop and to reach overhead; physical mobility sufficient to move about the work environment (office, district, school site-to-site), drive an automobile and

respond to emergency situations; physical strength sufficient to lift 25 pounds; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

***The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individual currently holding this position performs additional duties and additional duties may be assigned.***