

Title:	Transition Services Specialist	Reports To:	Director of Special Education	
Department:	Special Education	Bargaining Unit:	<input type="checkbox"/> CSEA 860 <input checked="" type="checkbox"/> CSEA 27 <input type="checkbox"/> AEA	<input type="checkbox"/> Management <input type="checkbox"/> Confidential <input type="checkbox"/> Unrepresented
Hours:	Varies	No. of Work Days:	185	
FLSA Classification:	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non Exempt	Type:	<input type="checkbox"/> Reclassification <input checked="" type="checkbox"/> Update of job description <input type="checkbox"/> New job description	
Salary Schedule:	<input type="checkbox"/> Contract <input type="checkbox"/> Executive Cabinet <input type="checkbox"/> Administrative/Supervisory <input type="checkbox"/> Confidential		<input type="checkbox"/> Licensed <input type="checkbox"/> Unrepresented <input checked="" type="checkbox"/> CSEA 27 – Range 35 <input type="checkbox"/> CSEA 860	

**DEFINITION**

Under general supervision of the Director of Special Education, assists with job/work experience opportunities for special education students and/or adult students who meet program criteria; maintaining liaisons with community and organizations; providing information and/or direction to students; and promoting programs with staff and parents/guardians; and performs related duties as assigned.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Director of Special Education. Exercises no supervision of staff.

**ESSENTIAL FUNCTIONS**

- Participates in the development and implementation of a vision, goals, action plan, policies, procedures, and priorities for the District’s special education transition programs.
- Provides input and data to special education case managers to assist in the development of individualized transition plans, including assessment, goal development, service needs, transition activity resources, and identification of supporting activities.
- Monitors, coordinates, consults with, and participates in the day-to-day transition activities within assigned programs; may include orientation and guidance to staff carrying out transition services
- Serves as a liaison between students, parents/guardians, staff, and a variety of community resources.
- Assists with monitoring program activities to ensure that they are in compliance with grant requirements.

- Maintains and updates program record systems and specialized databases.
- Prepares and processes forms and records, such as requests for purchase orders, work orders, and student timesheets.
- Recruits private, public, and nonprofit employers as partners in providing volunteer, subsidized, and paid employment to students with disabilities; provides training, orientation, and guidance to program participants ; prepares students for specific job.
- Prepares and distributes a variety of program specific information as requested.
- Verifies and reviews student timesheets and folders for completeness and conformance with established regulations and procedures.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles, practices, and needs related to the development and implementation of transition services related programs, including admissions requirements, financial aid and scholarship programs, and career resources.
- Procedures for planning and conducting a variety of presentations and workshops.
- Principles and practices of data collection and report preparation.
- Business letter writing and the standard format for presentations, correspondence, and other written materials.
- Applicable Federal, State, local, and District policies, codes, regulations, technical processes, and procedures related to the program to which assigned.
- Modern office practices, methods, and computer equipment and applications, including word processing, database, and spreadsheet applications.
- Record keeping principles and procedures.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Skills to provide a high level of customer service.

### **Ability to:**

- Coordinate and implement assigned program services, projects, and activities.
- Provide sound advice and coaching to students related to transition services.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, local, and District policies, procedures, and regulations.
- Conduct research; analyze, interpret, summarize, and present technical information and data in an effective manner.
- Compose and prepare basic reports, correspondence, and other written materials independently or from brief instructions.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize work, set priorities, and meet deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use discretion, initiative, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive, effective, and respectful working relationships with the school community.

**Education and Experience:**

- High school diploma or equivalent;
- Two (2) years of experience working with youth or adults with special needs.

**Licenses and Certifications:**

- Possession of, or ability to obtain, a valid California Driver’s License by time of appointment.

**PHYSICAL REQUIREMENTS:**

Frequency Key: None (N); Occasional - up to 25% of shift (O); Intermittently – up to 50% of shift (I); Frequently – up to 75% of shift (F).

Activity	Frequency	Activity	Frequency
Bend	F	Lift/carry 0-10 lbs	F
Twist	F	Lift/carry 11-25 lbs	I
Squat	F	Lift/carry 26-40 lbs	O
Kneel	F	Lift/carry 41-100 lbs	N
Climb	F	Stand	F
Reach above shoulder	O	Walk	F
Grip/Grasp	I	Sit	F
Extend/Flex Neck	O	Drive	O
Use Dominant Hand	F	Perform Repetitive Hand Motions	F
Use Non-Dominant Hand	O	Keyboarding/Mouse Work	I
Ability to See	F	Ability to Hear	F

**ENVIRONMENTAL ELEMENTS**

Employees primarily work in a school and community environments with moderate noise levels. Employees occasionally work outdoors and are exposed to dust, fumes, allergens, vermin, parasites, or insects. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

THE ALAMEDA UNIFIED SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER and in compliance with federal and state laws, does not discriminate in any employment practice on the basis of age, ancestry, color, marital status, medical condition, national origin, political or union affiliation, physical or mental disability, race, religion, sexual orientation or sex.