

**PLEASANTON UNIFIED SCHOOL DISTRICT
Job Description**

Title:	Adults with Disabilities Transition Specialist	Reports to:	Program Administrator/Supervisor
Job Category:	Adult Education	Classification Unit:	Classified
Board Approval:	5/21/2020 7/27/2021 Range Adjustment	Current Salary Grade:	26
Job Description Revised:		FLSA Status:	Non-Exempt

JOB SUMMARY:

Under the general supervision of a Program Administrator/Supervisor, administer the career preparation, job/work experience program for adult interns who meet program criteria; serve as a liaison with community leaders and businesses; coordinate placements and follow up; develop new opportunities in collaboration with community partners; provide information and direction to interns, parents, teachers, and administrators regarding career and educational services available to eligible interns; develop and monitor program funding; promote programs with adults, staff, and parents.

ESSENTIAL FUNCTIONS:

- Administer the Adults with Developmental Disabilities Internship Program in order to provide work experience and training towards permanent job placement of eligible interns in accordance with budget and program guidelines.
- Develop and implement programs within Pleasanton Unified School District in collaboration with community partners such as Community Based Organizations, local businesses, and other educational agencies to promote education and career opportunities for adults with intellectual or developmental disabilities.
- Administer the “CASAS” Basic Skills Assessment to determine the abilities of the prospective adults, evaluate the results the demands of the internship tasks and identify meaningful matches.
- Attend Individual Program Plan (IPP) meetings at the request of teacher, parent, counselor, or administration and provide information and services.
- Attend workshops and meetings including those related to community organizations, State agencies, and District in-service; collect and provide information that builds resources and expands program capabilities.
- Collaborate with other public agencies such as State Department of Rehabilitation, Regional Centers, local colleges, and others to ensure the success of the adults in the program and provide a smooth transition.
- Evaluate adults and employers to ensure program success by matching job requirements to adult skills and abilities.
- Maintain ongoing communication with employers, community leaders, and organizations in order to build resources and expand program opportunities for eligible adults.
- Monitor program activities in relation to funding mandates and legal restrictions in order to meet established District, State, and Federal requirements.
- Recommend intern job placements in order to monitor appropriateness of adult placements, expand placement opportunities, and ensure the success of the program.
- Ensure the collection of follow-up data to comply with financial, legal, and administrative requirements.

- Prepare a wide variety of reports and other written materials such as program mandated and funding reports, brochures, mailers, letters of recommendation, grant requests, intern performance evaluations, and others as required to communicate information and comply with program requirements.
- Prepare and submit budget and grant requests to the District or State Department of Education in order to find alternate funding sources.
- Process job requests, requests for employment, employer evaluations, and other items as assigned to meet District, State, and Federal program requirements.
- Drive a vehicle to conduct work as assigned by the position.

OTHER JOB-RELATED DUTIES:

- Perform related duties within the scope of their job classification as assigned.

REQUIRED QUALIFICATIONS:

Knowledge of:

- California State Council on Developmental Disabilities, Employment First Policy, and other related policies relating to individuals with disabilities.
- Regional Center East Bay Services.
- Developmental disabilities and special education.
- Policies and objectives of assigned program and activities.
- HIPAA and Lanterman Developmental Disabilities Services Act.
- Programs for individuals with disabilities.
- Codes, regulations, and laws related to the job functions.
- Concepts of general accounting and assessment methods.
- Basic public relations techniques.
- Basic English usage, grammar, spelling, punctuation and vocabulary.

Ability to:

- Perform various duties in the coordination and administration of the Adults with Disabilities program.
- Serve as a liaison between adults, employers and outside agencies regarding employment services, opportunities and placement.
- Identify and evaluate adult interests, needs and abilities.
- Research and locate employment opportunities for program participants.
- Refer adults to potential employers according to needs, interests and abilities.
- Monitor and assess interns progress.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Analyze issues and create action plans.
- Maintain confidentiality.
- Operate a variety of job-related equipment including computer and assigned software.
- Organize and prioritize work to meet deadlines, timelines and schedules.
- Prepare and maintain accurate records.
- Perform basic math, including calculations using fractions, percentages, and/or ratios.

EDUCATION AND EXPERIENCE: Any combination of education and experience that provides the required knowledge, skills and abilities.

Education: Bachelor's degree from an accredited college or university in job related area preferred.

Experience: Job-related experience with increasing levels of responsibility.

Required licenses, certificates, continuing education, training and other requirements:

- As needed to maintain funding grant.
- Valid driver's license.

DESIRABLE QUALIFICATIONS:

- A background working with developmental disabilities or special education.

WORKING CONDITIONS:

Environment: Indoor/Outdoor/Office work environment.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Some lifting, carrying, pushing, and/or pulling.
- Significant fine finger dexterity.
- Generally, the job requires 50% sitting, 30% walking, and 20% standing.

Hazards:

- N/A

OTHER:

Required Testing:

- Pre-employment Test.

Clearances:

- Criminal Justice/Fingerprint Clearance.
- TB Clearance
- State Mandated Trainings

Pleasanton Unified School District is an Equal Opportunity Employer. The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.). Reasonable accommodations are made under A.D.A. as required by law.