Western Placer Unified School District

POSITION DESCRIPTION

Position Title:	**Transition Provider**
Department:	Special Education
Reports To:	Transition Services Coordinator

SUMMARY:

Under the supervision of the Transition Services Coordinator, participate in the organization and daily operations of the WorkAbility I Program (WAI) Grant and the Transition Partnership Program (TPP) Contract. Deliver services to identified post and secondary students with disabilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist in implementing the WorkAbility I (WAI) Grant requirements.
- Assist in implementing the Transition Partnership Program (TPP) Contract.
- 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 to students.
- Support and instruct students regarding transition, career exploration, self-advocacy, post-secondary exploration, and employment skills.
- Match high school students with disabilities with appropriate work experience/employment.
- Perform other relevant duties as assigned to ensure quality and efficiency of program services.
- Prepare and maintain a variety of records, files, and reports such as student case files, referrals, enrollment forms, work permits, case management, contact notes, release forms, and jobsite evaluations as assigned.
- Plan, organize, and provide opportunities for students to explore training, employment, and post-secondary options.
- Establish linkages with employers to develop job opportunities appropriate for students.
- Attend and participate in assigned conferences and meetings during normal working hours. Any meetings outside of normal working hours will be paid as per contract for time, including travel time and mileage.
- Impart and obtain information tactfully and accurately.
- Read, interpret and follow regulations, rules, policies, and procedures.
- Other related duties as assigned.

OTHER SKILLS and ABILITIES:

- Interest and ability to understand and relate with disabled students;
- Ability to relate in a positive and constructive manner with students, parents, staff members, and the community;
- Ability to accept supervision and work cooperatively as a team member with all Employment Services staff;
- Ability to observe, evaluate, document, and communicate verbally and in writing, student performance and social behavior;
- Knowledge and understanding of physical and mental disabilities;
- Self-direction; flexibility; utilization of critical thinking skills; ability to make sound decisions; good organizational and record-keeping skills;
- Thorough knowledge of concepts and methods of job development, and organizational linkages with surrounding employers to create job opportunities appropriate for students with special needs;

- Knowledge and understanding of school district policy, rules, and regulations;
- Office methods and equipment, including computers and ancillary equipment;
- Knowledge and understanding of English language, spelling, grammar, and punctuation; letter and report writing, answering telephones and relaying messages;
- Knowledge and understanding of applicable sections of state education code and other applicable laws.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and should preferably 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.

CERTIFICATES, LICENSES, AND REGISTRATIONS:

Valid California Driver's License. (Will not use personal vehicle for transportation of students)

PHYSICAL DEMANDS

Frequently sit for extended periods; physical ability to lift and carry objects weighing up to 25 pounds without assistance; have normal or corrected hearing and vision to normal range; have effective verbal communication skills.

Board Approved March 7, 2023