



## SAN MATEO UNION HIGH SCHOOL DISTRICT

### CLASSIFIED JOB DESCRIPTION

**JOB TITLE:** VOCATIONAL/TRANSITION ASSISTANT  
**REPORTS TO:** Director of Special Education **SITE:** District Office  
**CLASSIFICATION:** Classified Bargaining Unit **WORK YEAR:** School Days Only (SDO)  
**SALARY:** Range 41 – Classified Salary Schedule  
**APPROVED BY THE BOARD OF TRUSTEES:** June 11, 2020

---

#### **JOB SUMMARY:**

In accordance with State and Federal and pursuant to the Individuals with Disabilities Education Act, under administrative direction by the Special Education Director, assist Certificated Vocational/Transition Specialist in the development of education, career and occupational training opportunities. Distribute information under direction of Vocational/Transition Specialist for students, staff, parents and community members on transitional and work-based learning opportunities. Support District staff, students, parents to strengthen collaboration between the school sites and the community. Assist with establishing individual Work Based Learning Opportunities and Post-Secondary Transition connecting activities for Special Education Students. Perform other related duties as assigned.

#### **ESSENTIAL FUNCTIONS:**

1. Assist with organizing and implementing the array of services for the WorkAbility Grant and Transition Partnership Program for Special Education students.
2. In collaboration with Vocational/Transitional Specialist, assist in the assessments of students need, aptitude, abilities, and interests for vocational training or job placement. Under supervision of Vocational/Transition Specialist, confer with teachers, parents, employers and others to facilitate appropriate placements.
3. Contact local employers and agencies to recruit their participation in providing job shadowing and work-based-learning for students and establish positive relationships and information regarding program operations, benefits and results.
4. Provide on-site supervision, instructional support, and monitoring of students placed in Work Based Learning.
5. Communicate with work sites to maintain strong community relationships.
6. Conduct pre-employment training by assisting Special Education students with job search, application, interview process, resume building, and transportation training.
7. Prepare and present career planning and placement orientation programs; assist in administering and interpreting vocational aptitude tests; assist students with their career search; assist students to create a resume and prepare for work-based learning experiences and for competitive employment.
8. Establishes and maintains a variety of program and student records and files.
9. Collect and report data for the WorkAbility Grant and various Department of Rehabilitation Contracts.
10. Maintain records for department budget and student payroll.
11. Attends appropriate and mandatory meetings, professional development and conferences.
12. Perform other related duties as assigned.

#### **EMPLOYMENT STANDARDS:**

- Incumbent must be able to perform essential duties above with or without reasonable accommodation.

- Incumbent must maintain a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other District employees, administrators, the Board of Trustees, students, parents and the general public.

**QUALIFICATIONS:**

**Education/Training Experience**

- AA Degree and/or equivalent work experience with students in Special Education.
- Three (3) years of working in an educational environment is desirable.

**KNOWLEDGE OF:**

- Applicable laws, codes, regulations and policies.
- Employment and training needs of special education students.
- Community resources and potential employers for special education students.
- Strong interpersonal skills.
- Excellent verbal and written skills; correct English usage, spelling, grammar, punctuation and vocabulary.
- Advanced knowledge of word-processing programs, including by not limited to all Microsoft Office products, spreadsheets, and databases as well as Google (G-suite) collaborative office programs.
- General office practices and procedures including record keeping and reporting, and multi-tasking skills.

**ABILITY TO:**

- Plan, organize, and interpret complex policies and procedures.
- Work with general and special education teachers, administrative personnel and classified staff.
- Demonstrate an understanding, patient and receptive attitude working with students with disabilities.
- Work with employers to develop and maintain job placement opportunities.
- Work independently and use sound judgement within the framework of policies, procedures and guidelines.
- Interact effectively with a diverse public and student population.
- Communicate effectively with school staff, students and parents.
- Prepare and maintain accurate records, files and reports.
- Administer first aid and CPR.
- Establish and maintain cooperative and effective work relationships with those contacted in the performance of required duties.
- Follow directions and functions within school policies and procedures.
- Observe health and safety practices and procedures.
- Meet District standard of professional attitude as outline in Board Policies 4119.21, 4219.21, & 4319.21, Professional Standards for Classified Employees.

**PHYSICAL DEMANDS/WORKING CONDITIONS WITH OR WITHOUT REASONABLE ACCOMMODATIONS**

- Ability to work inside classroom and outdoor work environment.
- Noise level in working environment is moderate.
- Ability to successfully read hand- written, typed and computer generated information and data, as well as computer terminal displays.
- Ability to use standard office equipment and supplies and to manipulate both single sheets of paper and large document holders (binders, manuals, etc.).
- Ability to stand, reach, bend, kneel, squat, and grasp in order to file and retrieve materials.
- Ability to lift and carry objects weighing 25 lbs.

**LICENSE AND OTHER REQUIREMENTS (PRIOR TO EMPLOYMENT):**

- Must have a valid California Driver's License to travel to various school sites within the Bay Area, and willingness to drive the San Mateo Union High School vans to transport Special Education students.
- Must have a valid certification in basic First Aid and CPR issued by an authorized agency.
- Must successfully pass the District's pre-employment Department of Justice Live Scan fingerprinting.

- Must successfully pass the District’s pre-employment tuberculosis testing.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position and are not intended to reflect all duties performed within the job. Incumbents may be required to perform other job-related tasks other than those specifically presented in the description.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable Federal, State, and Local regulations.

**SMUHSD Equity Vision**

Vision: All students will learn in a safe, inclusive and equitable environment that validates, respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

**Equal Opportunity Employer Statement**

San Mateo Union High School District is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. SMUHSD makes hiring decisions based solely on qualifications, merit, and business needs at the time. For more information, read through our [Nondiscrimination in Employment](#) policy.

[Equity Flyer](#)

[BP0415.1 Racial Equity](#)

[AR0415.1 Racial Equity](#)

**DISASTER SERVICE WORKERS:**

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.