



South Lane School District

Job Description

Job Title: Transition specialist
Assignment: High School
Reports To: Building Administrator(s)
Evaluated By: Building Administrator(s)

JOB SUMMARY

Under the supervision a building administrator or licensed staff, the Transition Specialist will work throughout the school year and during the summer to facilitate academic success, and success in the workplace. Services may include job shadows, internships, career days, transition placements, small group or one-on-one instruction.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other related duties may be assigned.

1. Follows and maintains knowledge of all applicable District policy(ies) and procedures.
 2. Understands and performs duties and responsibilities outlined by school or grant.
 3. Establishes strong linkage between academic and occupational services.
 4. Coordinates with businesses and agencies to secure student placements.
 5. Coach students in placements, and provide feedback.
 6. Instruct or support students in classroom or small groups.
 7. Interacts thoughtfully and courteously with students, staff and parents and resolves conflict in a professional manner.
 8. Maintains appropriate certifications and training hours as required.
 9. Attends work regularly and is punctual.
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MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other related duties may be assigned.

1. Attend staff meetings, as well as other required meetings.
 2. Coordinates with other school and community organizations.
 3. Regular summer check-ins with students (additional work days outside of normal school calendar).
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SUPERVISORY RESPONSIBILITIES

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. 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:** Associate's degree (A.A.) or equivalent (72 quarter hours) from a college or technical school, or must be able to pass the district's assessment demonstrating knowledge of, and the ability to assist in reading, writing, and math. Posses a work history that is a combination training and experience in working with youth and knowledgeable in providing workforce development.
- **Interpersonal Skills:** Time management skills. Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit. Demonstrated ability to successfully work with students and public. Ability to connect with employers, develop worksites for youth placement. Being able to recruit youth as well as relate to them.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to respond to common inquiries or complaints from students, parents, staff, or members of the community. Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to prepare correspondence.
- **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions decimals and algebra.. Ability to handle money and account for monies received.
- **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several variables in a variety of situations.
- **Computer Skills:** General knowledge of computer usage and ability to use accounting software, database software, internet software, e-mail, spreadsheets and word processing software.
- **Other Skills and Abilities:** Ability to appropriately communicate with students, teachers, administrators, parents and members of the community and others including vendors, law enforcement and other agencies. Ability to exercise good judgment and work in an environment with constant interruptions. Ability to work independently and with limited supervision.
- **Certificates, Licenses, Registrations:** Certificates as determined by the District including a valid Oregon Drivers License. Ability to obtain a valid First Aid/CPR card.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; sit; use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is frequently required to stand and stoop, kneel, crouch or crawl and climb stairs. The employee must regularly lift and/or move up to 10 pounds and occasionally up to 25 pounds..

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

OTHER

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable, pursuant to Collective Bargaining Agreement.

Prepared By: CLASS Committee	Prepared Date: March 2014
Reviewed/Adopted By: SLSD School Board	Review Date: June 2014

I have read and understand this job description.

Signature:

Date:
