



On-Site Transition Facilitator

Purpose Statement

The On-Site Transition Facilitator assists students in grades 9-12 with job exploration and work-based learning experiences. The role involves providing counseling on postsecondary educational programs, teaching workplace readiness skills, and offering instruction in self-advocacy.

Supervisory Relationship

Reports to: Director of Special Education

Essential Functions

- **Job Exploration:**
 - Partner with students in grades 9-12 to complete interest and ability inventories.
 - Assist students with job exploration through class selection and individualized research.
 - Organize and facilitate career fairs and guest speakers to aid in job exploration.
 - Stay current with digital career resources and websites.
- **Work-Based Learning Experiences:**
 - Facilitate student learning about various types of employment, volunteer, and job opportunities.
- **Comprehensive Transition or Postsecondary Education Programs:**
 - Coach students on applying for scholarships.
 - Organize presentations by postsecondary education Disability Support Professionals.
 - Arrange college campus visits and conduct college preparation seminars.
 - Familiarize students with college entrance requirements and preparation for entrance testing.
 - Support and coach students in transitioning and preparing for college.
- **Workplace Readiness Training:**
 - Teach methods of transportation and how to access them.
 - Support students in obtaining a driver's license, if appropriate.
 - Teach resume writing and interviewing skills.
 - Assist students in completing job applications, resumes, and cover letters.
 - Teach and assist with budgeting and personal finance.
 - Provide training in basic computer skills.
 - Conduct independent living skills training/labs.
- **Student Self-Advocacy:**
 - Instruct students on their rights as individuals with disabilities.
 - Support students in understanding their personal disabilities, how they impact them, and how to discuss them.
 - Facilitate awareness of helpful accommodations.
 - Educate students on self-determination and self-disclosure options.
- **Adherence to Policies:** Follow school policies and procedures.
- **Attendance:** This position requires prompt and consistent attendance.
- **Other Duties:** Perform other related duties as assigned to support the effective operation of the work unit.

Job Requirements: Minimum Qualifications

Skills

- Ability to perform multiple tasks and update skills to meet changing job conditions.
- Strong communication and organizational skills.
- Proficiency in using digital resources for job exploration and career planning.

Knowledge

- Understanding of the needs of students with disabilities.
- Knowledge of postsecondary educational programs and transition planning.
- Familiarity with workplace readiness skills and self-advocacy strategies.

Abilities

- Work effectively with diverse individuals and groups.
- Adapt to changing work priorities and maintain confidentiality.
- Communicate effectively with students, parents, and staff.
- Organize and conduct various training and informational sessions.

Responsibility

Work under limited supervision using standardized practices and methods. Lead, guide, and coordinate others while operating within a defined budget. Utilize resources from other work units as required, impacting the organization's services continually.

Work Environment

The job generally requires 50% sitting, 25% walking, and 25% standing. Occasional lifting, carrying, pushing, and pulling. Some stooping, kneeling, crouching, and crawling. Significant fine finger dexterity. Work performed under conditions with exposure to risk of injury and/or illness.

Experience

Experience working with individuals with disabilities.

Education

Bachelor's degree is preferred.

Clearances

Criminal Justice Fingerprint/Background clearance.

FLSA Status

Non-Exempt

Salary Grade

SM

Bismarck Public Schools prohibits discrimination and harassment based on a student's, parent's, guardian's, or employee's race, color, religion, sex, gender identity, national origin, ancestry, disability, age, or other status protected by law. The District also provides equal access to the Boy Scouts and other designated youth groups, as required by federal law.