



EMPLOYMENT SPECIALIST – TRANSITION PARTNERSHIP PROGRAM (TPP) LEAD

Board Adoption Date: 08/21/24

BRIEF DESCRIPTION OF POSITION

Under the direction of the Director, Special Education, facilitates the successful transition of students with disabilities from school to employment or post-secondary education. The Employment Specialists – Transition Partnership Program (TPP) Lead is a working lead position that works closely with the Employment Specialists – TPP, students, educators, employers, and others to develop and implement individualized transition plans that support each student’s goals and potential.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- a. Coordinate and manage the daily operations of the Transition Partnership Program.
- b. Develop and implement transition services and activities that align with student Individualized Education Plans (IEPs) and attends IEPs as needed.
- c. Initiates and maintains ongoing personal contacts with a variety of business and industry representatives and job placement/training agencies to promote programs for participant placement.
- d. Conducts appropriate research seeking job leads, participates in recruitment activities and locates jobs for program participants.
- e. Ensure program compliance with federal, state, and local regulations.
- f. Identify and assess the needs, strengths, and interests of students with disabilities.
- g. Develop individualized transition plans in collaboration with students, families, educators, and rehabilitation counselors.
- h. Provide one-on-one support to students in areas such as career exploration, job readiness, and life skills, postsecondary education and self-advocacy.
- i. Provide guidance and resources to families regarding transition planning and available support services.
- j. Maintain accurate records of student progress, services provided, and outcomes achieved.
- k. Prepare and submit reports to the DWC as required.
- l. Use data to evaluate the effectiveness of the program and identify areas for improvement.
- m. Advocate for the needs and rights of students with disabilities within the school and broader community.
- n. Conduct outreach to raise awareness about the TPP and recruit participants.
- o. Prepares presentations to businesses, industry representatives and Board of Trustees.
- p. Serves on various committees and attends and participates in meetings as necessitated by role.
- q. Performs other related tasks and assumes responsibilities as may be assigned by proper authority.

LEAD RESPONSIBILITIES

- a. Serve as a point of contact for staff members, teachers and school staff seeking guidance, clarification, or support for TPP.
- b. Facilitate communication and collaboration among team members, fostering a cohesive and supportive work environment.
- c. Assist in the onboarding and training of new staff members, ensuring a smooth transition into their roles.
- d. Ensure compliance with all legal and regulatory requirements related to purchasing by ensuring all purchases are aligned with contracted budgets.
- e. Draft, review, and finalize contracts and amendments to ensure clarity, and compliance.

- f. Collaborate with relevant departments to ensure all contract terms are accurately reflected and legally sound.
- g. Update and amend existing contracts as needed to reflect changes in terms, scope, or regulatory requirements.
- h. Collaborate with the Director, Special Education.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Methods and techniques of job development and client placement;
- Current practices in vocational education;
- Local labor market trends and employment opportunities in both the private and public sectors in the Ventura County area;
- Effective procedures in identifying and securing training sites for participants;
- Private, local, state, and federal agencies involved in employment development and job placement programs;
- Behaviors and needs of at-risk populations;
- Available community resources and services;
- Principles of marketing and public relations;
- Basic Internet research techniques; standard office software applications;
- Various types of filing systems;
- English grammar, punctuation, and spelling.

Ability to:

- Effectively market and represent a program, its clients and services to employers; communicate effectively in both oral and written form;
- Plan and make presentations to small groups including potential employers, business representatives, teachers, and program participants;
- Assess the interests and aptitudes of participants;
- Operate a variety of office equipment; use a computer to prepare documents and presentations, maintain various databases, and search for information on the Internet;
- Utilize time management techniques to organize and prioritize work;
- Work independently and meet timelines;
- Coordinate a variety of projects simultaneously;
- Interpersonal skills to work cooperatively and effectively with individuals and groups;
- Interact with students and adults from different cultural and socioeconomic backgrounds;
- Provide training and make presentations on resume preparation, job seeking, job retention, and interview skills;
- Read, interpret, and apply rules and procedures.

REQUIREMENTS

WORK YEAR: Classified Employee (11 months/224 days/8 hours per day)

EDUCATION: High school diploma or GED (required)
College coursework with emphasis in oral and written communication skills (preferred)

EXPERIENCE: 2 years experience as an Employment Specialist – TPP or equivalent position (required)

LICENSE: Possession of valid California license and daily access to a reliable automobile (required)

SALARY: Classified Salary Schedule Range 24

BENEFITS: Medical (employee contribution), 100% dental, vision and life insurance

This job description outlines the primary duties and qualifications required for the TPP Advisor role in partnership with Disability Works California. It is not exhaustive and may be subject to change to meet the needs of the program and the students served.