

PERRIS UNION HIGH SCHOOL DISTRICT

Board Approved: March 12, 2025

Salary Schedule: 20, Row: 27

The Governing Board desires to provide a positive work environment where employees and job applicants are assured of equal access and opportunities and are free from harassment in accordance with law. The Board prohibits district employees from discriminating against or harassing any other district employee or job applicant on the basis of the person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation. BP 4030 The Governing Board prohibits sexual harassment of district employees and job applicants. The Board also prohibits retaliatory behavior or action against district employees or other persons who complain, testify or otherwise participate in the complaint process established pursuant to this policy and administrative regulation. BP 4119.11, 4219.11, 4319.11

JOB TITLE: TRANSITION SERVICES SPECIALIST

JOB PURPOSE STATEMENT: Under the direction of the Director of Learning Support Services or Designee to provide career planning, training services, employment options, and other work-based learning opportunities to high school students and adults; and will work collaboratively with participants, parents, and staff to support participant learning and success.

JOB FUNCTIONS:

- Visits employers for the purpose of developing employment opportunities for program participants and/or maintaining ongoing liaison activities to develop cooperative working relationships.
- Communicate with Department of Rehabilitation counselors and service coordinators regarding referrals, intakes, and client concerns.
- Develops monthly progress reports submitted to the Department of Rehabilitation.
- Assess barriers to employment/training for the purposes of making appropriate referrals to remediate barriers.
- Assist participants one-on-one and/or in a group to develop work readiness skills and provide information/referral for education and career planning.
- Compiles information on program enrollment, training opportunities, statistics, etc. for the purpose of providing information for program development and/or reporting purposes.
- Conducts interviews with potential participants for the purpose of assessing employment and training needs and/or making referrals to appropriate services.
- Coordinates a variety of events, activities, and programs (e.g. assessment appointments, field trips, tours, job and information fairs, etc.) to promote program and placement opportunities for students.
- Develops and suggests service strategies for the purpose of assisting clients in achieving employment, training and educational goals.

JOB FUNCTIONS:

- Works collaboratively with employers, community leaders, school staff, community agencies, and partner agencies to build resources and expand program opportunities for eligible students.
- Responds to inquiries (e.g. employers, staff, outside stakeholders, etc.) for the purpose of solving problems, providing information and referrals as it relates to education/career planning.
- May drive a district vehicle to transport students.
- Performs other job-related duties as assigned.

JOB QUALIFICATIONS

Knowledge of:

- Principles of the Americans with Disabilities Act.
- Assessment and interviewing techniques.
- Correct English usage, spelling, grammar and punctuation, basic arithmetic, record keeping, letter and report writing
- Basic objectives, goals, District Policies and Procedures, and Administrative Regulations and in accordance with County, State and Federal regulations and policies, related to job development and placement activities and employability skills
- Modern office practices and procedures including filing systems, telephone operator techniques and software programs
- The functions, organization and basic clerical operation of an administrative office
- Basic budgetary principles and practices including methods of financial record keeping
- General customer service skills
- Basic mathematical, ledger and statistical procedures
- Appropriate safety and security precautions, practices, and procedures
- Basic techniques of guidance and leadership

Ability to:

- Devise or adapt office procedures to changing organizational needs
- Understand, interpret, and carry out oral and written directions
- Learn and utilize new and current technologies

JOB QUALIFICATIONS (continued)

Ability to:

- Compose correspondence (e.g. reports, applications, case notes, instructions, memos, announcements, flyers, letters of recommendation, etc.) independently
- Use independent judgment
- Create clear and comprehensive reports and keep complex records
- Establish and maintain effective working relationships
- Work under pressure, meet deadlines and establish priorities with minimal supervision
- Maintain confidentiality of privileged information
- Perform written and oral language translations
- Communicate effectively using correct grammar
- Perform and coordinate complex office, secretarial and clerical work
- Perform complex financial clerical work
- Makes standard arithmetical calculations with speed and accuracy
- Accurately generate and compare data
- Audit, tabulate, balance, and reconcile data
- Detect errors, proofread and troubleshoot
- Guide, organize and schedule the work of others
- Provide training and safety direction/instruction
- Provide excellent customer service (e.g. answering phones, assisting students, staff, and general public)

EDUCATION:

- Graduation from high school or equivalent

EXPERIENCE:

- Three (3) years of experience working with students, parents, schools, and a diverse community; and
- Two (2) years of work-based learning experience in an educational setting (e.g. tutoring, mentorship, or related roles).

LICENSES, CERTIFICATES, and/or TESTING:

- First Aid/Cardiopulmonary Resuscitation/Automatic External Defibrillator (1st Aid/CPR/AED) Certifications
- Valid California Driver's License
- Evidence of driver insurability during the course of employment

WORKING CONDITIONS:

Environment:

- Office/school campus
- Subject to frequent interruptions
- Subject to driving a (personal and/or district) vehicle to conduct work
- Noise
- Isolation
- Indoor/outdoor

Hazards:

- Exposure to aggressive or uncooperative behaviors
- Exposure to adverse weather conditions

PHYSICAL ABILITIES:

- Visual acuity
- Hearing, at approximately 60 decibels, and speaking to exchange information
- Walking/Standing/Sitting for extended periods of time
- Exhibit a full range of motion for shoulders, wrists, elbows, hips, ankles, knees, neck, and back
- Dexterity of hands and fingers to operate standardized equipment
- Mobility
- Bending, stooping and squatting
- Gripping and grasping
- Twisting at waist

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PHYSICAL ABILITIES (continued):

- Light work: lifting, carrying, pushing and/or pulling up to approximately 25 pounds

Negotiated: January 17, 2025