



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