WorkAbility & Transition Partnership Program (TPP) Specialist

Purpose Statement

Under the guidance of the TTUSD Secondary Transition Specialist, the WorkAbility & Transition Partnership Program (TPP) Specialist will assist in providing student services and program support as required by the WorkAbility I (WAI) Grant and Transition Partnership Program (TPP) contract. The Placement WorkAbility Specialist is responsible for executing all aspects of the WAI and TPP programs, including program implementation, day-to-day operations, coordinating direct student services, student outreach, and implementing vocational curriculum and education. The Placement WorkAbility Specialist assures compliance with the WAI grant and TPP contract requirements, documentation, and data reporting.

Essential Functions

- Supports TTUSD transition programs and services for students with an Individualized Education Plan (IEP).
- Travels to school sites to provide transition lessons and support to students and staff.
- Travels to various community businesses to support Workability and TPP employment activities.
- Collaborates with Special Education teachers and support staff to ensure eligible students receive transition support services to best prepare them for career and postsecondary success.
- Provide transition-focused lessons in compliance with the WAI grant and TPP contract, including Career/Vocational Assessments, Employment/Postsecondary Education Planning, Career Awareness and Preparation, Workplace Readiness, and Instruction in Self-Advocacy.
- Provides direct student services for eligible students.
- Assist in facilitating linkages with case managers, students, parents, business/industry, postsecondary institutions, and community organizations to support the transition to employment and postsecondary education.
- Initiate and maintain contacts with a variety of businesses, industry representatives, and job placement agencies.
- Assist in developing and monitoring work experience for eligible students.
- Participation in a variety of meetings and training as required by the WAI grant and TPP contract (e.g. inter-agency committees, employment networks, community groups, etc.) for the purpose of conveying and/or gathering information required to perform the essential functions of the position.
- Complete ongoing program service documentation, data entry, and reports as required.
- Remain current on trends in transition services, including the latest educational research. findings, and bring successful practices to the District that promote successful post-high school outcomes.

Job Requirements & Skills

Skills

- Demonstrate knowledge of or willingness to learn current trends in transition services.
- Demonstrate knowledge of or willingness to learn career development and educational planning.
- Ability to build rapport with youth and engage them in planning processes and activities.
- Ability to work collaboratively with school staff, students, and community partners and work as part of a team effort.
- Possess strong planning and organizational skills and the ability to manage multiple tasks.
- Possesses strong public speaking and presentation skills.
- Ability to problem solve, analyze issues, create plans of action, and reach solutions.
- Communicate effectively orally and in writing using patience, respect, and self-confidence: establish and maintain effective working relationships with others.
- Ability and willingness to take initiative and responsibility, and to function in an organized manner with a

minimum amount of supervision
- Ability to communicate effectively with the public and other community agencies and schools.
- Demonstrate effective conflict resolution skills and the ability to deal with situations in a positive manner.
- Ability to routinely gather, collate, and/or classify data.
- Ability to work with a significant diversity of individuals and/or groups under a wide variety of circumstances.
- Ability to use good judgment when reaching decisions and to take responsibility for decisions made.
- Possess integrity and tact when dealing with confidential information and sensitive situations.

Responsibility
Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget and/or financial guidelines. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to affect the Organization's services.

Work Environment
The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 50% sitting, 20% walking, and 30% standing. The job is performed under minimal temperature variations. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Experience:
Experience working in a secondary school setting. Experience working with students in special education is preferred.

Certificates & Licenses:
Valid Driver's License

Education:
Some College Education required or related experience.

Clearances:
DOJ/FBI Fingerprint Clearance
TB Clearance

Additional Qualifications
Ability to travel to other sites/locations

Supervision
Executive Director of Student Services

Required Testing
Successful Completion of Pre-Employment Process

Continuing Education/ Training
Training attendance at workshops as required

Salary Grade
Classified Salary Schedule Range 20

Work Year
195 Days [CLAS8]