
MILPITAS UNIFIED SCHOOL DISTRICT

TITLE: ~~TRANSITION PROGRAM COUNSELOR/JOB DEVELOPER~~ **WORKFORCE DEVELOPER**

REPORTS TO: Assigned Supervisor

DEPARTMENT: Special Education

CLASSIFICATION: Classified

WORK YEAR: 9-1/2 **12 Months**

SALARY: Range 26

BASIC FUNCTION:

Provides responsible assistance to students with a disability in facilitation of their transition from school to the work environment. Employees in this classification are under general supervision of the Transition Partnership Program/Workability Program Manager and work independently with these students at their work sites.

ESSENTIAL FUNCTIONS AND REPRESENTATIVE DUTIES:

Coordinates, plans, and conducts the counseling and guidance of program enrollees.

Maintains liaison with school counselors, administrators, teachers, local agencies, coordinators, parents, or community representatives.

Recruits and/or screens applicants and participates in vocational guidance activities, works with teachers and others to identify appropriate transition services for students.

Conducts and interprets specialized/extended vocational evaluation/assessment as needed.

Confers with students to identify vocational interests, strengths, and goals.

Conducts individual and group counseling sessions to ascertain vocational aspirations of students.

Recommends special programs for students interested in college or vocational schools.

Makes recommendations on the development and personal adjustment of students in school and on the job.

Attends consumer centered staffing to assist in transition planning.

Performs counseling follow-up on students assigned to and working under the auspices of transition program.

Provides individual and group instruction related to vocational education/job-seeking skills/job-keeping skills.

Identifies/provides appropriate job placement for each participant.

Acts as liaison with employing agencies and supervisors.

Evaluates individual student progress and keeps records.

Provides feedback to transition assistant/job coach, placement specialist, program/case manager, Department of Rehabilitation counselor, parents, and employers.

Refers students to outside agencies and special programs when appropriate.

ESSENTIAL FUNCTIONS AND REPRESENTATIVE DUTIES (continued):

Prepares reports and correspondence.

Provides input into overall transition program goals and objectives.

Attends various meetings and workshops.

Performs other Transition Partnership Program/Workability duties as required.

***QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

ENTRANCE AND QUALIFICATIONS:

Demonstrated ability to read, write, and speak at the level required for successful job performance and two (2) years experience working in a business environment, or in a program of community service work or work with high school, or students with a disability and any combination of education and/or experience equivalent to graduation from a four-year college and some course work in vocational counseling, vocational training, sociology, psychology, or in a related field. Possess a high degree of initiative, organization, and independent judgment. Ability to pass the District Proficiency Examination at the level appropriate to the job description.

KNOWLEDGE AND ABILITIES**KNOWLEDGE OF:**

Guidance and counseling procedures and their application to career opportunities for disabled youth,

Basic record keeping and report procedures

General policies and procedures of a school campus

Employability and barriers to employment for youth and specific disabilities is desirable

United State Department of Labor, Fair Labor Standards Act as it pertains to handicapped workers is desirable.

Correct English usage, grammar, vocabulary and layout for letters and reports.

Word processing skills and understanding of personal computer software.

ABILITY TO:

Understand, interpret, have current knowledge of, and apply rules and laws relating to vocational education and program.

Maintain records and prepare reports.

Maintain cooperative working relationships with those contacted during the performance of required duties.

Communicate orally and in writing.

Identify work placements that will meet the particular needs of disabled individuals is desirable.

Work as a team member.

Follow through/follow-up on several activities.

Operate computer and peripheral equipment.

Use good judgment and understanding.

WORKING CONDITIONS

ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Office environment and community.

PHYSICAL ABILITIES:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Dexterity of hands and fingers to operate a computer keyboard and other office equipment; reaching overhead, above the shoulders and horizontally; stooping and bending to maintain and retrieve files; hearing and speaking to exchange information in person or on the telephone; seeing to assure complete and accurate reports; sitting or standing for extended periods of time.

LICENSES:

Possess and maintain a valid California Motor Vehicle Operator's License

A driving record which meets the Milpitas Unified School District insurance requirements.

~~Possess and maintain a valid First Aid Certificate. (Desirable)~~ **Maintain valid First Aid/CPR Certificate.**

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional related duties are performed by the individuals currently holding this position and additional duties may be assigned.

06/96

10/96

10/99

11/99

06/20 Draft