

MILPITAS UNIFIED SCHOOL DISTRICT

TITLE: TRANSITION ASSISTANT I

REPORTS TO: Assigned Supervisor

DEPARTMENT: Special Education

CLASSIFICATION: Classified

WORK YEAR: 9-1/2 Months

SALARY: Range 13

BASIC FUNCTION:

Assists Transition Program Counselor/Job Developer, **high school SDC, or Post-Secondary** in providing responsible assistance to students with exceptional needs 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 students with exceptional needs at their work sites.

ESSENTIAL FUNCTIONS AND REPRESENTATIVE DUTIES:

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

Escorts students to a job site with or without the classroom teacher. E

Attends consumer centered staffing to assist in student-centered planning.**E**

Implement instructional and visual aids that are provided by the Special Ed Teacher/Workability Instructor.E

Provides direct placement into unsubsidized jobs. **E**

Updates and maintains student informational forms and database. E

Develops job sites **by communicating with job site management, classroom teachers, and on the job training (OJT) training sites.E**

Markets Transition Partnership Program /Workability to employers.**E**

Prepares employers for student characteristics, employment expectations and job site accommodations.**E**

Prepares specific job task analyses and develops skill training plans.**E**

Maintains ongoing student and employer contacts and records.**E**

Provides individual training and support at the job site and monitors student progress.**E**

Assists students with problem-solving and self-advocacy. **E**

Advises transition program counselor/job developer, placement specialist, program/case manager, Department of Rehabilitation counselor, teacher, parents and employers on student progress. **E**

Provides destination training; arranges transportation for students to and from work sites. **E**

Assists with specialized/extended vocational evaluation/assessment as needed. **E**

Updates and maintains student informational forms and database. E

Administers standardized career vocational tests. **E**

Provides academic support.**E**

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 QUALIFICATIONS:

Any combination equivalent to: Graduation from high school; any combination of education and experience equivalent to three (3) years of experience working with special education high school age students in the community or education and experience in vocational training. Ability to pass the District Proficiency Examination at the level appropriate to the job classification.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

General practices, procedures and operations of work experience transition programs (Workability and Transition Project).

Willingness to learn job coaching techniques.

Principles, techniques and methods of developing jobs.

General policies and procedures of a school campus.

General vocational counseling methods and practices.

Effective record keeping methods and report procedures.

Special minimum wage and commensurate wages.

Correct English usage, grammar, vocabulary and spelling.

Word processing and understanding of personal computer software.

ABILITY TO:

Understand the special needs and disabling conditions of handicapped students and to effectively relate to these needs in a learning situation.

Understand, interpret and have current knowledge of and apply rules and laws relative to vocational education and job placement.

Maintain accurate records and prepare routine reports.

Communicate orally and in writing clearly and tactfully.

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

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

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 and community environment; constant interruptions.

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.

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

11/99

03/01

06/20 pending board approval