

SAN DIEGO CITY SCHOOLS

POSITION DESCRIPTION

TITLE:	School to Work Transition Assistant	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Special Education	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	028 PARA
REVISED:	December 4, 2001		

BASIC FUNCTION:

Assist in providing career and transition services and support to individuals with disabilities, Special Education Program staff and employers.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Assist a vocational rehabilitation counselor, special education teacher, school principal, or other certificated staff by performing assignments related to providing career and transition services and support to individuals with disabilities, Special Education Program staff, and employers. **E**

Assist in providing job coaching to individuals with disabilities. **E**

Assist with planning and identifying support needed for individuals with disabilities to be successfully employed. **E**

Assist in implementing programs to improve job performance of individuals with disabilities; identifies work sites for potential training and/or employment options.

Work with Department of Rehabilitation, San Diego Regional Center, and other agencies that provide support leading to employment of individuals with disabilities. **E**

Provide support and assistance to individuals unable to perform activities independently; accompanies or arranges for individuals to attend job interviews; schedules appointments related to eligibility for employment services; contacts individuals at work, school, or home. **E**

Make group presentations in various classrooms regarding job skills and other program elements, as requested; implements mobility training plans for individuals to access public or private transportation to job sites. **E**

Gather school or central office records to establish eligibility for services; maintains accurate records; uses a personal computer to obtain career/job related materials and provides assistance to classroom teachers using career/job related software; attend staff meetings as required; participate in district grants and special programs, workshops, conferences and meetings related to school to work transition of individuals with disabilities. **E**

Visit job sites and consults with individuals and employers. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to graduation from high school and one year of paid related work experience. College-level courses in education, psychology or related field are desirable but not required.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license and availability of private transportation (mileage expense allowance provided).

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Correct English usage, grammar, spelling, punctuation, and vocabulary.

Understanding problems faced by individuals with disabilities.

The use of computers and appropriate computer software.

ABILITY TO:

Read, speak, write and understand the English language (fluency in conversational Spanish or other foreign language or American Sign Language may be required for designated assignments).

Operate standard office equipment including microcomputers and related software applications.

Communicate effectively and maintain cooperative relationships.

Establish and maintain effective working relationships with individuals with disabilities, parents, school staff, employers, representatives of other agencies and members of the general public.

Provide job coaching and support to individuals with disabilities.

Provide positive example to students.

Plan and organize work.

Provide assistance to classrooms as requested for job skills.

Meet schedules and time lines.

Maintain records.

Read, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Classroom or office setting; driving to business locations to assist students.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

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