

LAGUNA BEACH UNIFIED SCHOOL DISTRICT
Job Description: Transition Service Coordinator

BASIC FUNCTION:

Under direct supervision of the Director of Special Education and assigned site administrator, performs a variety of tasks facilitating Special Education students' transition from high school to career; including, but limited to assisting students in developing appropriate job skills, social skills, and independence.

ESSENTIAL DUTIES

- Manages overall Workability I and Transition Partnership Program (TPP) Program.
- Coordinates and monitors TPP referrals and intakes.
- Completes and monitors budget requirements for Workability I and TPP programs.
- Processes student worker timesheets.
- Collaborates with Human Resources department in the student hiring process.
- Aids in community/school outreach for Workability I and TPP programs.
- Responsible for TPP interagency coordination and collaborations.
- Responsible for TPP collaboration, and representations within school District programs, administration, and activities.
- Oversees, revises, and develops TPP curriculum.
- Attends County and State level meetings related to Workability and for TPP.
- Interfaces with the Local and Regional DOR Offices and administrators.
- Coordinates employers and job sites for Workability I and TPP.
- Develops program worksites/Job Placement for DOR students/clients.
- Develop and maintain TPP budget and TPP contract requirements.
- Participate in DOR student intakes and client IEPs as requested.
- Assist in tracking monthly budget expenditures.
- Process expenditures in LBUSD system.
- Provides student job coaching.
- Prepare and maintain a variety of records and files including assessments, observations, progress and other related records.
- Provides support for students as needed in the classroom as well as at the job site, utilizing behavior strategies including and positive reinforcement techniques.
- Contacts parents regarding student TPP's development and implementation.
- Match students to appropriate training sites and work environments.
- Monitor the performance of students at the work site and in the classroom; report behaviors and performance to instructors and parents as appropriate; participate in evaluations with employers and employees.
- Performs follow-up activities with employers and students as assigned.
- Provides seminars for students, including but not limited to resume writing, completing job applications, interviewing techniques, appropriate dress and hygiene, and job search strategies.
- Communicate with outside agencies including the Department of Rehabilitation, community colleges and universities to coordinate activities, resolve issues or concerns or exchange information.
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- Coordinate field trips for career exploration, meetings, presentations and other activities.

OTHER REPRESENTATIVE DUTIES

- Assists students in the development of their Individual Transition Plans as well as the implementation of each student's plan.
- Interacts and collaborates with Special Education and General Education teachers.
- Collaborates with Workability 1/TPP Employment Specialist
- Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Basic concepts of growth and development and developmental behavior characteristics, particularly pertaining to pupils with special learning needs.
- General purposes and goals of public education.
- Local community opportunities.
- Basic career development methods.
- Basic knowledge of the learning process.
- Basic office procedures: Word and Excel
- Methods and computer equipment.
- Routine record keeping techniques.

Ability to:

- Speak clearly and distinctly.
- Communicate with students, parents, employers, and the public.
- Recruit students and make presentations in front of small groups.
- Promote the need for transition/career development services.
- Maintain working relationships with employers, coworkers, and students.
- Motivate students.
- Instruct students in work skills and behaviors.
- Relate to community businesses to develop new jobs within the community.
- Demonstrate patience, warmth and liking for handicapped students.
- Assist students in basic care activities including dressing, toileting, feeding and grooming.
- Learn and utilize simple methods and procedures to be followed in instructional settings.
- Perform clerical work.
- Work directly with special needs individuals in training or employment settings.
- Conduct task analysis.
- Understand and carry-out oral and written instructions.
- Establish and maintain cooperative working relationships.
- Comply with the District's customer service standards, as outlined in Board policy.
- Follow regulations and controls of specially-funded programs, and work flexible hours including evenings and weekends.

MINIMUM QUALIFICATIONS:

Experience/Education:

One year of responsible experience in some combination of related activities with the developmentally disabled. Experience in vocational job training and placement is preferred.

BA OR BS in related field is preferred

Education: Equivalent to the completion of the twelfth grade.

License/Certificate Requirement: Possession of a valid California Driver's License.

Personal Qualities:

- Independent worker
- Maturity and good judgment
- Neat and clean appearance
- Willingness to assume a wide range of responsibilities
- Willingness to learn new skills
- Pleasant interpersonal skills
- Good organizational skills
- Commitment to professional courtesy
- Belief in high standards
- Commitment to professional responsibility
- High intrinsic motivation

WORKING CONDITIONS:**Environment:**

- Indoor office and/or classroom environment.
- Moderate noise level.
- Frequent interruptions.

Physical Requirements:

- Ability to frequently stand, sit, reach, grasp, stoop, bend, push, pull, kneel, squat, and twist.
- Ability to see for purposes of reading instructions, labels, and other printed matter and for the safe operation of equipment.
- Ability to hear and understand speech at normal levels in person and on the telephone.
- Ability to communicate so others will be able to clearly understand a normal conversation in person and on the telephone.
- Ability to operate computer, typewriter, calculator, copy machine, telephone, and other office equipment with dexterity and in a safe and efficient manner.
- Ability to frequently lift and move items weighing up to 25 pounds.
- Ability to climb stairs.

Operation of Vehicles, Machinery, and Equipment Requirements:

- Ability to travel to a variety of locations within a reasonable time frame.
- Must be able to operate office, multimedia, and computer equipment.

Mental and Emotional Requirements:

- Ability to understand and follow oral and written directions.
- Ability to work independently with little direction.
- Ability to concentrate to meet numerous deadlines.
- Ability to establish and maintain effective working relationships with others.
- Ability to make independent decisions to respond to numerous requests, deadlines, and to prioritize assignments.
- Ability to exchange information.
- Ability to monitor student activities.
- Ability to learn the procedures, functions and limitations of assigned duties.