
Position:	Student Employment Coordinator – Transition Partnership Program	FLSA:	Exempt
Department/Site:	Special Education – Transition Partnership Program	Salary Grade:	21
Reports to/Evaluated by:	Special Education – Adult Transition Program Specialist	Salary Schedule:	Classified Management

SUMMARY

Performs a variety of specialized duties in support of the Transition Partnership Program (TPP) Under the auspices of the Special Education Department: assists disabled students with developing vocational and job related skills; and serves as a liaison between students, educational staff, employers, and outside agencies regarding employment services, opportunities and placement.

DISTINGUISHING CAREER FEATURES

The TPP Student Employment Coordinator requires the skills to develop, implement, monitor, and report program activities on behalf of the District’s Special Education Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs a variety of specialized duties to support development of disabled students to enhance school to career transition. Coordinates and conducts student pre-employment activities; recommends vocational training, educational directions, and other resources to enhance client portfolio and employment preparedness. Organizes and conducts career development workshops, field trips, and other special events as assigned.
- Assists with administration of vocational/career assessments for TPP students as needed.
- Assists individual disabled students with developing vocational and job related skills; determines if students are work-ready and assist as appropriate; confers with students regarding employment opportunities, work ethics, forms applications, and vocational skill development; provides career and job related advisement.
- Assists TPP students in establishing and pursuing goals and completing various employment and educational packets and applications; assists TPP students in securing work training activities and transportation to and from work.
- Receives and responds to TPP student referrals; schedules and conducts intake interviews; assesses student needs, interests, and abilities to determine appropriate career goals and placement.
- Refers TPP students to potential employers according to needs, interests and abilities. Monitors and assesses student progress at work sites; conducts follow up, job shadowing, and post employment services with employers and students in accordance with established timelines and procedures.

- Coordinates and conducts TPP promotional activities; responds to inquiries and provides information concerning program activities, policies, procedures, and objectives to build partnerships with the business community.
- Assists TPP students in establishing and pursuing vocational goals as related to strengths and weaknesses.
- Reviews work settings and completes task analysis for appropriateness of TPP student placements; organizes work schedules to meet employer and student needs; collects, processes, and verifies accuracy of student timesheets.
- Serves as a liaison between TPP students, employers, and outside agencies regarding employment services, opportunities and placement.
- Prepares and maintains a variety of records and reports related to TPP student activities and progress reports for the Department of Rehabilitation Senior Vocational Rehabilitation Counselor; i.e., time sheets, program activity logs, and employer database; establishes and maintains filing systems; prepares detailed case notes concerning individual students.
- Communicates with TPP students, parents, personnel, employers, outside agencies, and members of the community to exchange information; coordinates activities and resolves issues or concerns related to student progress and assigned activities as directed by the Department of Rehabilitation Senior Vocational Rehabilitation Counselor.
- Attends and participates in assigned meetings, trainings, and conferences; prepares and conducts oral presentations concerning program activities and progress.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge and Skills: Requires the knowledge and skills to understand disabilities and how they impact students in the educational and employment settings. Considerable knowledge of special practices, techniques, and methods for securing work experiences for the student population is required. Additional knowledge of job coaching, task analysis, and job development is required.

Abilities: Must be able to assess the job settings and TPP students to insure a successful fit. Requires the ability to work closely with agencies and community employers, and with students with learning and/or physical disabilities. Requires the ability to simplify technical information and work processes so they can be understood by students/clients. Requires the ability to be empathetic and understanding of students; to reach and motivate them to succeed.

Physical Abilities: Sitting, standing, or walking for extended periods of time is required. Dexterity of hands and fingers to operate a computer keyboard; handle and/or feel; reach with hands and arms; hearing and speaking sufficient to communicate with students, teachers, staff, and parents; seeing to read a variety of materials; bending at the waist; kneeling, or crouching to file materials; climb or balance; understandable voice and speech patterns; must frequently lift, push, pull, or carry up to twenty-five (25) pounds and occasionally lift and /or move up to fifty (50) pounds.

Education and Experience: Requires a combination of education and experience sufficient to perform all aspects of the job. Two years college-level course work and/or two years of full time experience in assessment or educational services with training in employment development are required.

Licenses and Certificates: A valid California driver's license is required. Incombent must be insurable at the "standard rate" by employer's insurance carrier at all times while employed by the Clovis Unified School District.