

CERTIFIED STAFF JOB DESCRIPTION

Work Experience/Transition Specialist

Reports to: Building Principal in collaboration with Executive Director of Special Services

General Summary: To assist sixteen to twenty-one year old special services students in community work placement sites.

Essential Functions:

- 1) Develops paid and volunteer job sites in the community.
- 2) Acts as employee/employer liaison.
- 3) Trains and supervises student workers.
- 4) Provides assistance during crisis on the job.
- 5) Assists with job-related paperwork (I-9, W-2, etc.).
- 6) Evaluates job performance with employee and employer at least quarterly.
- 7) Collects data for IEP present levels of performance, transition needs, and assessment documents.
- 8) Provides on-the-job training for students per employer request.
- 9) Provides students with a variety of community-based work experiences.
- 10) Provides job-seeking and maintenance skills.
- 11) Coordinates monthly meetings/activities with Vocational Rehabilitation and interested parents/students.
- 12) Coordinates and participate in transition activities with students and outside agencies.
- 13) Oversees re-evaluations for senior students when applicable.
- 14) Coordinates and co-host the area-wide Transition Fair.
- 15) Participates in IEP meetings for students' transitional needs when appropriate.
- 16) Seeks out/provide and participate in ongoing professional development.
- 17) Keeps informed on latest issues, trends, and legislation regarding transitional work.
- 18) Other duties/responsibilities as assigned by building principal or Executive Director of Special Services.

Qualifications:

1. **Education level** – Bachelors degree.
2. **Certification or Licensure** – Appropriate and current Missouri Special Education Teaching Certificate.
3. **Experience desired** – Three years successful high school special education teaching experience.
4. **Other requirements** – Must successfully pass a background check and drug test that are satisfactory to the Board of Education. Understand and support the District's Comprehensive School Improvement Plan. Excellent organizational skills, oral and written skills, time management, and telephone skills. Computer knowledge and assistive technology.
5. **Physical Requirements/Environmental Conditions:** Requires prolonged sitting and standing; requires stooping, bending, reaching and lifting; requires

physical exertion to manually move, lift, carry, pull, or push heavy objects or materials; must work in stressful and hectic environments; requires the ability to handle multiple tasks with frequent interruptions; may require some travel; requires physical and emotional endurance; must be able to work long and irregular hours; and requires regular and consistent attendance and physical presence at the job.

Evaluated By: Building Principal in collaboration with Executive Director of Special Services

Length of Contract: 184 days

Type of Position: Exempt

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Responsibilities and duties assigned are at the discretion of the superintendent.

Board Approved: 5-11-17