



Fremont Unified School District
Classified Job Description
Employment Transition Specialist

Job descriptions are intended to present a descriptive list of the range of duties performed by employees in the position and are not intended to reflect all duties performed within the job.

Summary:

Under general supervision, provide career information and post-secondary vocational options in order to plan for a variety of careers, pre-employment services and on-the-job training opportunities for high school students with Individual Education Plans (IEPs). The Employment Transition Specialist is responsible for providing a wide variety of vocational assessments, information and advice to assist students in obtaining employment. The Employment Transition Specialist works closely with teachers and staff regarding employment, vocational activities and programs. Contact with students may be one-on-one or in a group setting and may occur in schools and/or in the community.

Essential Functions:

- Research and contact employers in order to develop job opportunities for program students
- Coordinate and participate in meetings with other public and private agencies to identify appropriate jobs for students and to build ongoing relationships
- Assist employers in identifying and creating opportunities and defining job tasks relating to the program and its students
- Assist in assessing the skills of participating students regarding employment opportunities
- Coordinate employment arrangements between participating employers and students
- Train students in preparation for work tasks; conducts employment readiness and on-the-job training of required duties and other work related skills for program participants
- Coordinate and oversee field trips, project learning, guest speakers and other program activities
- Assist students in performing assigned tasks; provides coaching in performing work assignments; ensure that assignments are completed according to employer's specifications
- Provide ongoing support to students to assure job retention
- Assist students and other program staff in achieving program objectives
- Maintain records of students' work attendance and time worked, prepares monthly progress reports and evaluations of students' work performance
- Attends meetings to review cases and update programs

Qualifications:

Knowledge of:

- Computer applications including word processing, spreadsheet and database applications
- Job development techniques
- Post-secondary support agencies and wrap around services
- Record management
- Basic understanding of the Individuals with Disabilities Education Act (IDEA) or Special Education laws in regards to transition services
- Principles and techniques of making effective oral presentations
- Standard office practices and procedures
- Career and employment information websites and resources

Ability to:

- Assist students in performing job-related duties and adapt to work requirements
- Develop effective on-going relationships with the business community and community agencies
- Work efficiently, positively and cooperatively with team members, staff and students
- Maintain strict confidentiality regarding program participants
- Communicate effectively both verbally and in writing
- Use sound independent judgment within general procedural guidelines
- Work independently
- Deliver presentations/workshops to students, teachers and the business community

Education:

Equivalent to completion of high school, supplemented with related post-secondary course work that provides knowledge of and techniques for working with high school age students with disabilities. Bachelor’s degree in related field is preferred.

Experience:

Two years of experience providing training and/or assistance to students with disabilities, experience in a school setting is preferred. Some experience involving job development, placement and follow-up procedures.

Physical Demands:

Must possess mobility to work in a standard school setting, in various employment settings and use standard office equipment including a computer. Ability to identify and interpret communications in handwritten and printed materials, and on the display screen of various office equipment and machines. Ability to communicate effectively in order to perform assigned duties and to exchange information in person, in writing, in front of groups and telephonically. Dexterity of hands and fingers to operate a computer and standard office equipment. Physical agility which may include kneeling, walking, pushing/pulling, squatting, twisting, turning, bending, stooping and reaching overhead. Physical strength sufficient to periodically lift and/or carry 20 pounds of materials or supplies. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Non-Discrimination in Employment:

The Governing Board prohibits unlawful discrimination against and/or harassment of district employees and job applicants on the basis of the person’s actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, military and veteran status, gender, gender identity, gender expression, sex or sexual orientation or association with a person or group with one or more of these actual or perceived characteristics.

The Board also prohibits retaliation against any district employee or job applicant who complains, testifies or in any way participates in the district’s complaint procedures instituted pursuant to this policy.

FLSA Status

Non-Exempt

Approval Date

N: 12/88 R: 02/97 R: 02/03 R: 12/17*

Salary Range

Range 20

*Prior to 12/17, classification was Job Coach