

## **WORKABILITY TRANSITION CASE TECHNICIAN**

### **DEFINITION**

Under general supervision, coordinates employment training and placement opportunities and services for special needs students who are making the transition from school to a post-school environment; assists WorkAbility middle school students with the transition from middle school to high school; performs related clerical and other duties as assigned and/or required.

### **ESSENTIAL DUTIES**

- coordinates provision of employment training and placement opportunities for students with special needs
- coordinates student school-to-work transition services provided by local agencies
- plans and facilitates in-service information dissemination relating to transition services for students, to parents, school personnel and the community
- monitors students' progress through communication with employers, local agencies, teachers, parents, counselors and others
- creates employment opportunities to meet the needs of students and employers
- develops job placement informational materials
- provides job placement and matching services for students
- provides linkage to adult services
- maintains up-to-date knowledge of Special Education/Transition-related laws, regulations, and technology

### **QUALIFICATIONS**

**Knowledge of:** Comprehensive knowledge of vocational programs; transition programs designed for special needs students; community-based organizations and agencies; District and other community resources; laws and regulations pertaining to transition services and working permits; time management skills; agencies providing support services to special needs students; modern office practices, procedures and techniques; English usage, spelling, grammar and punctuation; standard office machines and equipment, including micro-computers.

**Ability to:** Organize and manage tasks and time lines; effectively communicate, verbally and in writing, with students, parents, agencies, employers and other staff members; establish and maintain cooperative working relationships with community-based organizations and agencies; establish and maintain cooperative working relationships with students, parents, and other staff members; travel to various District locations and job sites within San Bernardino County; establish and maintain accurate records, including complex filing systems and automated data management, storage, and retrieval systems; work effectively at various work stations, including desks, conference tables or in meetings with various physical configurations; work effectively, cooperatively, and with flexibility in an atmosphere with frequent interruptions and changes in task priority.

### **PHYSICAL DEMANDS**

The physical requirements indicated below are examples of the physical aspects that this position must perform in carrying out essential job functions.

- will frequently exert 10 to 20 pounds of force to lift, carry, push, pull or otherwise move objects
- will sit most of the time, but may walk or stand for brief periods of time; will occasionally be required to bend, stoop, crouch, kneel, reach above shoulder level, and/or to ascend and descend a step stool or step ladder
- must possess the ability to hear and perceive the nature of sound
- must possess visual acuity and depth perception
- must be capable of providing written and oral information, both in person and over the telephone
- must possess the manual dexterity to operate business-related equipment and to handle and work with various objects and materials

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

### **EXPERIENCE AND EDUCATION**

**Experience:** Five years of experience working with Special Education students; experience providing career guidance and/or job placement services is preferred.

**Education:** Verification of a High School diploma, a GED certificate, or a higher degree; supplemental course work in vocational education and/or school-to-work transition programs.

**License Requirement:** Verification of a valid California Motor Vehicle Operator's License. A private vehicle is required.

**Condition of Employment:** Insurability by the District's liability insurance carrier.