



Job Description

Job Title:	Vocational Technical Transition Services Coordinator	Department:	Student Services
Schedule:	10 months per year / About 219 days per year	Reports To:	Director of Student Services
Classification:	Class 18	Prepared By:	HRA Job #146/DDSD HR
		Prepared Date:	2023
FLSA Status:	Non-Exempt	Approved By:	HR
		Approved Date:	12/12/2023

SUMMARY

Coordinates and provides work experience activities and program development functions, job training plans and instruction, travel training, employer negotiations and liaison for students eligible for special education under a range of disabilities including, but not limited to intellectual disability, emotional disturbance, specific learning disability and autism spectrum disorder. Coordinates student work groups with moderate to significant disabilities at a wide variety of entry level work sites. Specific duties depend on day-to-day needs “as indicated by IEP” and may include analyzing and understanding complex job and training requirements, assisting students in learning particular job and bus skills, maintaining effective communication between students, teachers, parents, employer representatives, and co-workers, assessing student progress, and preparing reports and other communications for the teacher work experience facilitator, parents, and adult service providers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This description covers the most significant essential and auxiliary duties performed by this position for illustration purposes, and does not include other work, which may be similar, related to, or a logical assignment for the position. The job description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.

- Leads, coordinates, and performs work experience program development functions which include analysis of student job needs and abilities, accessing community agencies and business to introduce, and develop work, transportation, supervision, pay, and other agreements.
- Coordinates job training planning duties based on individual education plans such as facilitating orientations with employers, students, teaching staff, and parents, noting expectations, analyzing requirements and skills, negotiating accommodations, designing training plans to meet job and student needs, or developing student crew plans and programs.
- Serves as job trainer and assists students or crews to learn particular work sites and job skills. This includes one-on-one skill training, team building, facilitating work group introductions, carrying out individual behavior management plans, assisting students through application and interview processes, or providing direct/indirect supervision to students on job sites.
- Assists with vocational team and other resources to analyze problem areas and adjust jobs or training programs. Also performs scheduling functions, and maintains effective communication between students, teachers, parents, supervisors, employer representatives and co-workers.
- Observes students at job and bus sites, gathers student work and transportation performance data, accesses student progress, provides ongoing assistance to students, and serves as liaison to employer representatives, and other colleagues.



Job Description

- Provides reports and communications for the teacher or supervisor and troubleshoots matters requiring follow-up attention as directed. Maintains records of student training. Disseminate information to appropriate parties as necessary.
- Coordinates travel training and assists students eligible for special education to learn public transportation skills. This includes one-on-one or crews' skill training, carrying out individual behavior management plans, and other steps to permit the student to be successful traveling to and from the work site.
- Assists staff in determining student eligibility and suitability for work experience opportunities, as requested. Provide for closure for students as they exit the program.
- Responds to requests for information regarding student needs, job matters, or transportation concerns.
- Serves as District liaison with area business and service agencies to establish work experiences.
- Network with local business and community leaders to gain knowledge of job market in community and develop job sites.
- Perform other duties, as assigned.

SUPERVISORY RESPONSIBILITIES

This position does not have any supervisory responsibilities. May provide direction to Vocational Technical Transition Services Assistant.

QUALIFICATIONS

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to the safety or health of employees or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge of classroom practices and procedures and school operations and personnel.
- Ability to project a pleasant manner and relate well to students and their requests for assistance.
- Flexibility and patience in supervising and instructing students with a variety of skill levels.
- Ability to plan and organize materials for use in instruction.
- Ability to work harmoniously with others and to communicate appropriately and effectively, both orally and in writing, with students, parents, and staff.
- Ability to maintain a high level of ethical behavior and confidentiality of information about students and staff.

EDUCATION and/or EXPERIENCE

Any combination of experience and training that would provide the required knowledge and abilities is appropriate. A representative way to obtain the required knowledge and abilities would be:

- Bachelor's Degree or equivalent experience.
- Experience in rehabilitation counseling.
- Experience working with school age with high needs populations.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of an organization. Bilingual preferred (The district's top languages are Spanish, Russian, Chinese, Vietnamese and Somali).



Job Description

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, proportions, and percentages. Ability to apply concepts of basic algebra.

COMPUTER SKILLS

The job requires specialized computer skills. Must be adept at using various applications including database, spreadsheet, report writing, project management, graphics, word processing, presentation creation/editing, communicate by e-mail and use scheduling software.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Requires possession of a valid Oregon state driver's license.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This level has a work environment that is usually well protected, free (minimal 0-20%) from hazards or obstacles. There is little element of personal risk or hazard. Job conditions are usually comfortable, with only occasional issues of confinement, temperature change, incident of noise, or interactions of a disagreeable nature, etc. Positions with minimal responsibility for driving are to be placed at least at this level.

PHYSICAL DEMANDS

Moderate degree of physical stamina, with frequent lifting of up to 10 pounds and occasional lifting of up to 50 pounds required in the physical assistance of students with special needs. Ability to move freely to various locations within the classroom and other supervisory settings. Frequent standing, walking, sitting, and bending. Exposure to noise and activity in a school setting. Exposure to outdoor weather conditions.

MENTAL DEMANDS

Positions at this level require regular (40-60%) adaptive and flexible responses due to changing priorities, need to juggle timeframes, and need to meet fluctuating deadlines. Interruptions to normal schedules occur and response to new situations is needed regularly. Contacts with others can frequently include difficult or disagreeable people.

PAY EQUITY SCOPE

Positions at this level have a regular (40-60%) impact on and influence on organization operations, program outcomes and a need or ability to analyze problems or concepts or make decisions on the information. Regular program or policy development affecting the organization and its offerings is part of the job responsibility. Organization image is positively or negatively influenced by results of personal work. "Customer" service is an important part of the job and actions would likely impact the user's sense of satisfaction.



Job Description

ADDITIONAL REQUIREMENTS

Post-job offer criminal background check will be required.

The David Douglas School District is a diverse community that provides equal opportunity in employment, activities, and its programs. It is the policy of the David Douglas School District to not discriminate on the grounds of race, color, religion, ethnicity, and use of native language, national origin, sex, sexual orientation, marital status, disability, veteran status, age, genetic information, or any other status protected under applicable federal, state, or local laws.

The school district also prohibits retaliation against an individual for engaging in activity protected under this policy and interfering with rights or privileges granted under anti-discrimination laws.

Persons having questions about equal opportunity and nondiscrimination should contact the Director of Human Resources for David Douglas School District.

Employee Signature:		
Employee Name:		
Date:		