



Parkrose School District #3

10636 N.E. Prescott, Portland, Oregon 97220

503-408-2100 / www.parkrose.k12.or.us

VACANCY FOR 2019-2020 SCHOOL YEAR

Position: #2019N3

DATE: June 19, 2019

**POSITIONS: TRANSITION Facilitator (Grant Funded)
.875 (35 hours per week), 225 days per year
Parkrose High School**

JOB SUMMARY:

To coordinate, plan, and implement the Youth Transition Program (YTP) for the Parkrose School District. To work in concert with the Parkrose High School Counseling and Special Education Teams and the local Office of Vocational Rehabilitation to improve systems that help students who experience disability transition successfully out of high school and into adulthood, and to improve post school outcomes for youth with disabilities.

ESSENTIAL JOB FUNCTIONS:

- Identifying and refer Participants to Vocational Rehabilitation (VR) and, as necessary or as requested by VR, assist in referring Participants to other employment related sources of assistance.
- For each Participant:
 - Gather and provide school documentation of disability, and other key information to assist VR in determining the Participant's eligibility for service
 - Organize and arrange for a variety of pre-work activities (vocational survey, shadowing, work crew on/off campus) leading to community-based work experience placement
 - Assist in arranging transportation, if needed, in order to keep appointments to assess eligibility and determine priority for service with Vocational Rehabilitation
 - Coordinate with VR and Participants for additional disability assessment or career exploration activities needed to develop a Participant's Individual Plan for Employment
 - Identify transition and career-skill readiness deficits that need to be in Participant's Individual Plan for Employment
 - Coordinate Participants Individual Education Plan and Individual Plan for Employment transition activities and services with VR
 - In collaboration with the VR counselor, provide a variety of transition activities and services to Participants, such as; development of work experiences, job shadows, and career exploration activities; and develop paid employment consistent with the vocational goal of the Participant.
 - Match interests and abilities to each Participant to potential work-site
 - In collaboration with VR Counselor and the Participant, develop the content of the Individualized Plan for Employment

- Take lead responsibility in assisting the Participant to ensure that the activities of the Individualized Plan for Employment are carried out
- Provide Follow-Up Activities for 12 months following Participant's completion or termination of school activities to ensure access to needed resources required for success in post-secondary training or employment
- Report to VR any changes in the status of a Participant that impact successful completion of the IEP or IPE or identification of appropriate (I&R) resources
- Provide job coaching and on-site support to individual Participants as needed
- Participate, as requested, as part of a team designing and Individual Transition Plan for specific Participants
- Maintain records pertaining to Wage and hour Laws for each of the Participants on caseload
- Collect and report data to VR and University of Oregon YTP Technical Assistance Team to document Participant progress toward completion of activities related to IEPs and Individualized Plans for Employment
- Communicate on a regular basis with community employers or work-site supervisors regarding Participant performance
- Meet with Vocational Rehabilitation Counselor as requested by VR to provide updated information on Participant progress and status of completion of secondary school, employment, or post-secondary activities
- Attending training and meetings provided by the YTP T/A Team. Training includes that intended to further the understanding and use of evidence-based vocational rehabilitation practices, including the use of Motivational Interviewing methods
- Utilizing resources and training available on the YTP website to support and further develop understanding of VR evidence-based practices
- Collaborate with school personnel, agencies and community agencies (e.g. social service agencies, caretakers, etc.) for the purpose of developing and modifying the program to maximize the quality of student outcomes, developing solutions and planning curriculum
- Manage student behavior for the purpose of providing a safe and an optimal learning environment

OTHER JOB FUNCTIONS:

- Administers medication, first aid and/or health care requirements as may be required for the purpose of providing specialized treatment and/or monitoring medical conditions of students.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Participates in various meetings (e.g. parent conferences, in-service training, site meetings, etc.) for the purpose of receiving and/or providing information and/or meeting job related requirements.
- Reports incidents (e.g. fights, suspected child abuse, suspected substance abuse, etc.) for the purpose of maintaining personal safety of students, providing a positive learning environment and adhering to Education Code, district and/or school policies.

JOB REQUIREMENTS - QUALIFICATIONS

EXPERIENCE REQUIRED: Prior job related experience.

Skills, Knowledge and/or Abilities Required:

Skills to motivate students, communicate with individuals from varied educational and cultural backgrounds, support individual student needs.

Knowledge of student needs, local community resources (Vocational Rehabilitation, County Developmental Disability Services, etc.) and networks of support.

Abilities to stand and walk for prolonged periods, perform a variety of specialized and responsible tasks, maintain records, establish and maintain cooperative working relationships with students, parents, school personnel, community partners and potential employers. Meet deadlines. Significant physical abilities include lifting/carrying, stooping/crouching, reaching/handling/fingering, talking/hearing conversations, and near/far visual acuity/depth perception/color vision/field of vision. Flex your schedule, working year round.

Preferred Bilingual and Computer Literate.

License, Certification, Bonding, and/or Testing Required: First Aid/CPR, Medicine Administration, Criminal Justice Fingerprint Clearance

REPORTS TO: Building Principal

SALARY RANGE: Job Classification K starts at \$16.43 - \$18.28 an hour [based on 2018-2019 Wage Schedule. 2019-2020 Wage Schedule TBD]

Salary and fringe benefits as per Agreement between Board of Education and O.S.E.A. (Oregon School Employees Association)

APPLICATION PROCEDURE: *In order for your application file to be complete, you must submit the documents listed below onto TalentEd at the website link below. We do not accept hard copy applications.*

<https://parkrose.cloud.talentedk12.com/hire>

- Cover Letter
- TalentEd Application
- Resume
- Copy of all Transcripts
- Three (3) current letters of recommendation

APPLICATION DEADLINE: June 28, 2019 by 4PM or UNTIL FILLED

Parkrose School District is an equal opportunity employer and does not discriminate on the basis of race, religion, color, sex, age, national origin, disability, veteran status, or any other classification protected by law.

