

Solano County
Office of Education

JOB TITLE: Transition Specialist

PRIMARY FUNCTION

Develops and implements programs that assist students, families and educational personnel in successfully transitioning students from school to adult life.

DIRECTLY RESPONSIBLE TO

County Office program administrator

MINIMUM QUALIFICATIONS

- Must have a valid California credential approved by the State of California authorizing service in elementary, secondary, special education, vocational education or adult education. Bachelor's Degree preferred.
- Possession of a valid California driver's license.
- Extensive knowledge and experience in transition and employment for students preparing to enter the workforce.
- Knowledge of current labor market needs, community organizations, and local public employers.
- Knowledge of federal and state laws, regulations, and programs related to youth employment and job training.
- Knowledge of effective counseling and interviewing skills.
- Knowledge of educational and training requirements for various jobs.
- Knowledge of specific interventions which can be implemented to facilitate the success of various categories of special needs students in vocational education programs.
- Ability to assess skills and potential talents.
- Ability to communicate effectively, tactfully, and persuasively, both orally and in writing.
- Ability to coordinate, prioritize, and organize effectively.

- Ability to establish and maintain effective work relationships with students, teachers, administrators, employers, and various outside agencies.

This work consists of varied and responsible professional duties at a journey person level of job performance.

ESSENTIAL DUTIES

- Assists in monitoring the implementation of the Department of Rehabilitation (DoR) Cooperative Agreement.
- Facilitates collaboration and linkages between school personnel and other agencies to assure successful partnerships.
- Assess ongoing program development needs.
- Coordinates curriculum development.
- Coordinates job development activities.
- Provides direct service to students in the areas of assessment, career planning, job development and placement.
- Assists in the development and implementation of grants, contracts and interagency agreements.
- Provides consultation to teaching and support staff for specific students in the area of transition and employment to meet desired outcomes.
- Assists students, families and staff in developing transition plans.

MARGINAL DUTIES

- Oversees the activities of all TPP staff at all locations.
- Acts as a liaison to DoR counselors and program staff assist in meeting desired outcomes of the program.
- Monitors workload and schedules of program staff.
- Coordinates and provides DoR Cooperative Agreement related trainings to teaching and support staff.
- Assists in developing and monitoring budgets.
- Works with businesses and employer organizations to create positive working relationships between educational agencies and the business community.

SUPERVISION RECEIVED

Employees in this classification receive general supervision within a framework of overall objectives.

SUPERVISION EXERCISED

None

PHYSICAL ACTIVITY REQUIREMENTS

This position requires a physical examination be taken and passed based on the physical requirements listed below:

Work Position (Percentage of Time):

Standing (85%)

Walking (10%)

Sitting (5%)

Body Movement (Frequency):

None (0) Limited (1) Occasional (2) Frequent (3) Very Frequent (4)

Lifting – lbs. (0-40)

Lifting (2)

Bending (2)

Pushing and/or

Reaching

Kneeling or

Pulling Loads (2)

Overhead (2)

Squatting (2)

Climbing Stairs (1)

Climbing Ladders (1)