



David Douglas School District #40

Classified - Job Description

VOCATIONAL/TECHNICAL TRANSITION SERVICES ASSISTANT

Schedule: 8 hours per day / 9 months per year
Class: 12

POSITION PURPOSE

Assists in coordinating and providing 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 JOB FUNCTIONS:

- Coordinates and performs work experience program development and travel training functions which include analysis of student job needs and abilities, and accessing community agencies and business to introduce, and, where feasible, develop work, transportation, supervision, pay, and other agreements
- Performs 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 site 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 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
- Provides 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
- Serves as a travel trainer and assists disabled students 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. Also provides transportation services when required, and assistance to classroom staff in developing travel routes and schedules
- 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
- Performs other duties, as assigned

QUALIFICATIONS

- Experience working with high needs populations ages 15-21
- Bachelor's Degree or equivalent experience
- A valid Oregon driver's license - must drive to various district locations
- 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

ESSENTIAL PHYSICAL REQUIREMENTS

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 of a school setting. Exposure to outdoor weather conditions.

The David Douglas School District welcomes applications from candidates that expand the District's diversity.

Multi-Cultural preferred. Bi-Lingual candidate preferred.

David Douglas School District Drug Testing and Criminal Background check

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.