

ST HELENS SD 502

Transition Specialist (2024-097)

JOB POSTING

Job Details

<i>Posting ID</i>	2024-097
<i>Title</i>	Transition Specialist
<i>Description</i>	Primary Location: St. Helens High School Salary Range: \$20.50/hr-\$26.98/hr Shift Type: Full Time - 7.5 hours a day (.94 FTE) Approximate interview date: 11/15/2024

JOB SUMMARY

Under the supervision of licensed staff, the Transition Specialist will provide assistance to students identified with disabilities who are served through IDEA or 504 regulations in transitioning from school to employment.

QUALIFICATIONS

1. Must have completed two years of post-secondary education or an Associates Degree, preferably with coursework in working with students in an educational setting
2. In lieu of Item #1 above, must possess both of the following:
 1. High School Diploma or equivalent, and
 2. Passing score on a qualifying state or local academic assessment that measures knowledge of and the ability to assist in instructing reading, writing, and mathematics.
3. Knowledge/experience with IEP process and activities.
4. Knowledge of transition service partners such as Brokerage, Vocational Rehabilitation, and other community agencies.
5. Ability to access materials and provide activities appropriate for transition activities such as independent living instruction.
6. Knowledge/experience with Vocational Rehabilitation Division (VR) procedures involved in determining eligibility and coordination of services consistent with VR and District Policy.
7. Experience in working and providing instruction for students with disabilities.
8. Ability to self manage difficult behavior problems and model appropriate behavior for work setting.
9. Must be able to communicate effectively with other employees and students using tact, courtesy and good judgement.
10. Must be able to collect data and perform basic mathematical functions.
11. Must be able to communicate in written and spoken English with accuracy and attention to detail. Ability to understand and execute oral and written instructions.
12. Ability to collaborate and get along with students, staff, parents and community partners.
13. Must be able to operate standard office equipment such as a computer, word processor, calculator and photocopier.

Licensing/Special Requirements: Must possess or be able to obtain a valid Oregon driver's license.

SUPERVISORY RESPONSIBILITIES

1. Students

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Transition Specialists in this position perform some or all of the following tasks. Other duties may be assigned.

1. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's mission.
2. Provide students with disabilities with case management services related to accomplishment of transition goals in school and community settings.
3. Provide 1:1 and small group instruction in functional living skills associated with employment and community living.
4. Gather and organize information that is useful for transition planning
5. Attend all mandatory YTP trainings to stay in compliance with procedures and practices.
6. Collect, store and submit grant data in a timely manner as outlined by requirements in grant.
7. Participate in VR and IEP meetings when appropriate.
8. Serve as a liaison between adult service providers and classroom teachers for facilitation of transition services contained in the students' IEP or 504 Plan.
9. Provide disabled students with vocational assistance, including job development, on-site training and off site training.
10. Establish and maintain harmonious relationships with students, staff, parents, community partners and the general public.
11. Independently implements individual behavior plans.
12. Physically assists student in community-based activities offsite
13. Accompanies students on school buses or public transportation to support their needs.
14. Monitors student progress and mastery of vocational, social and independent work skills.
15. Provides structured training at district and community job sites consistent with each student's targeted goals; explains and demonstrates the preparation for work (i.e., time cards, uniform, required equipment) and the nature and method of work.
16. Provides training on jobsites and guidance on jobsite changes and modifications.
17. Performs a variety of clerical duties using basic office equipment, computers, word processing software, spreadsheets, classroom software can classroom computer programs (i.e., Chromebooks, iPads)
 1. Ordering, preparing, administering instructional materials (i.e. transition assessments)
 2. Generating computer documents and duplicating materials
 3. Preparing lists and other documents, processing forms and applications
 4. Maintaining student records and files
 5. Making phone calls of a general nature to parents, community partners and agencies
18. Works with accuracy and attention to detail to meet deadlines
19. Understands and executes oral and written instructions, policies and procedures.
20. Maintains confidentiality
21. Other duties as assigned by supervisor, principal or superintendent.

SALARY

1. As negotiated in the OSEA Agreement.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position requires a high degree of mobility within the school setting and community at large. The work in both indoors and outdoors in variable weather conditions including inclement weather.

The incumbent must be able to stand and/or walk. The incumbent must be able to observe multiple students across large and small physical spaces and attend to the individual student's needs while ensuring that other students are not unattended. The incumbent will need to walk quickly at times and assume various physical postures associated with instruction and caring for special-needs students including:

1. Standing
2. Pushing and pulling
3. Lifting up to 50 lbs
4. Bending, stooping, twisting, kneeling and reaching
5. Speaking and hearing in a noisy environment
6. Occasionally climb stairs, step stools and ladders

Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral vision.

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.

Potential exposures include, but are not limited to: blood-borne pathogens; traffic; cold and hot temperatures; and inclement and severe weather. The environment includes working with students who have unique needs. Some students require significant physical assistance, others may demonstrate uncooperative behavior. Travel to multiple sites is required.

OTHER

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Just a few facts about some of our benefits:

Time Off: All regular/full time employees are allowed two (2) days of discretionary leave during the school year. The District shall allow each full time employee ten (10) days' sick leave at full pay during each school year or one (1) day per month employed, whichever is greater. Sick leave not take shall accumulate for an unlimited number of days.

Holidays: Holiday pay shall be granted to regular/full time employees for the following listed categories:

10 & 11 month employees: Labor Day, Veteran's Day, Thanksgiving, Christmas, New Year's Day, Martin Luther King Day, President's Day and Memorial Day

12 month employees: July 4th, Labor Day, Veteran's Day, Thanksgiving, Christmas, New Year's Day, Martin Luther King Day, President's Day and Memorial Day Exception: Custodians will have the day after Thanksgiving in lieu of Veteran's Day. Juneteenth will be a non-contract, non-paid day for all classified employees.

Health Insurance:

The District agrees to pay the medical, dental, vision and life insurance CAP amounts listed below. The employee will be responsible to pay the remaining through a payroll deduction:

2024-2025

Employee Only: \$685
Employee Plus Spouse: \$1,443
Employee Plus Children: \$1,271
Family \$2,033

<i>Shift Type</i>	Full Time	<i>Salary Range</i>	\$20.50 to \$26.98
<i>Salary Code</i>	Hourly	<i>Job Category</i>	Classified
<i>External Job Application</i>	Classified Support	<i>Internal Job Application</i>	District Internal Candidate Application
<i>Location</i>	St. Helens High School	<i>Posting Status</i>	Active
<i>Minimum Qualifications Screening</i>	High School Diploma/GED		

Job Application Timeframes

<i>Internal Start Date</i>	11/06/2024	<i>General Start Date</i>	11/06/2024
<i>Internal End Date</i>		<i>General End Date</i>	

Job Pools

<i>Pool Name</i>	<i>Quantity</i>	<i>Requisition ID</i>	<i>Requisition Title</i>
Megan Cox	1		

Alternate Job Contact

<i>Name</i>	Charlotte Ellis	<i>Title</i>	Acting Principal
<i>Location</i>	St. Helens High School	<i>Phone</i>	
<i>Email</i>	charlottee@sthelens.k12.or.us		

References

<i>Automatically Send Reference Check</i>	Yes	<i>Reference Check Form</i>	Classified Survey
---	------------	-----------------------------	--------------------------