

SCHOOL TO CAREER TRANSITION SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for developing, along with higher level personnel, a consistent referral process for Special Education students who are preparing for a career. The work includes raising School-to-Career awareness opportunities, and building and maintaining consistent communication and ongoing relationships with students, parents and career site managers/coordinators. In addition the employee assesses and evaluates student job performance described by site managers/coordinators and assists students in developing and improving job related communication and problem solving skills. Work is performed under the supervision of higher level program personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Develops and assists in a consistent referral process for Special Education students who are preparing for a career;

Develops and secures career sites within the community, that provide valuable career experiences appropriate to students interests and needs;

Works with site managers/coordinators to resolve potential problems without disruption of placements if possible;

Raises awareness opportunities for Special Education students who are preparing for a career;

Builds and maintains consistent communication and ongoing relationships between the district, School-to-Career site coordinators, parents and students;

Assesses and evaluates student job performances as outlined in job descriptions provided by the site managers/coordinators;

Assists students in developing and improving job-related communication and problem solving skills;

Monitors student School-to-Career activity and reflection logs, and provides feedback to students regarding work-related issues and concerns;

Contacts parents of students with disabilities regarding School-to-Career transitions plans and assists and follows up with the entire Vocational and Educational Services for Individuals with Disabilities (VESID) application process;

Transports students to the School-to-Career sites, as needed;

Maintains records and prepares written reports.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of available community employment resources; good telephone and face-to-face communication skills; ability to deal with students with emotional, behavioral and learning disabilities; ability to carry out oral and written instructions; ability to work independently; ability to express oneself clearly; ability to prepare written material; patience and tolerance; positive attitude; tact and courtesy; reliability; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited or New York State registered college or university with an Associate's degree and one year experience in job development, working with a High School population; **OR**
- B. Graduation from High School and three (3) years experience in job development, working with a High School population;
- C. An equivalent combination of training and experience as defined by the limits of A and B above.

ULSTER COUNTY
5801 SCH CT SP
Classification: Competitive
OA

Adopted: March 26, 2010