



NEW:
07/01/17

JOB TITLE:	POST-SECONDARY TRANSITION LIAISON
DIVISION:	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	1A, GRADE 8
WORK YEAR:	187 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

The position of Post-Secondary Transition Liaison is responsible for serving students with disabilities ages 14-21 with an emphasis on developing and implementing the five core pre-employment transition services as required by the Workforce Innovation and Opportunity Act (job exploration counseling, work based learning experiences, counseling on post-secondary educational opportunities, workplace readiness training, and instruction in self-advocacy).

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides career assessment, functional vocational evaluation and appropriate career exploration for students with disabilities.

Promote program to local businesses and develop job sites to fit the needs and preferences of individual students being served through ECE with direction from students' teachers and parents/guardians.

Communicates consistently with program staff, businesses, teachers, parents and vocational rehabilitation counselors.

Transport students to and from job sites using appropriate modes of transportation (i.e., TARC, personal vehicle).

Maintain accurate evaluation records on the program and provide data to appropriate personnel. Submit required reports to supervisor.

Duties may include performance of health services, for which training will be provided.

Attend school meetings, trainings, workshops, and conferences (as applicable and approved by supervisor) to maintain awareness of current information and best practices in the field of special education.

Complies with policies, rules and regulations of the District and of any state and/or federal regulatory agency where appropriate.

Perform other duties as assigned.

PHYSICAL DEMANDS

The work is performed while standing or walking. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS

Bachelor's degree

Experience working with students with disabilities

Valid Driver's License and ability to travel to work locations

DESIRABLE QUALIFICATIONS

Certification in Community Based Instruction (CBI) or equivalent community training program (JCPS)

Three (3) years successful experience in job coaching

Experience in working with community businesses to develop jobs that meet specific needs of students with disabilities

Understanding of transition services/vocational rehabilitation services for youth