**TITLE: Transition School to Work Transition Assistant**

2.36

**QUALIFICATIONS:** Education equivalent to graduation from a standard high school

Two years experience in teaching or services to individuals with disabilities

**SUMMARY:** An employee is responsible for assisting a VR counselor or Transition Case Manager with teaching occupational related skills to VR eligible, applicants, or potentially eligible high school students.

**REPORTS TO:** Special Education Supervisor

**PERFORMANCE RESPONSIBILITIES:**

1. Receive referrals from LEA and inform VR Counselor and/or Transition Case Manager.

2. Provide basic information about VR to parents and students.

3. Upon receipt of parental permission, gather and organize school records (IEP, eligibility reports, medical records, evaluations, assessments, etc.) for the eligibility process.

4. Assist in scheduling and coordinating evaluations needed for the eligibility process (vocational, assistive technology, etc.).

5. Prepare for and attend student meetings in the absence of the VR Counselor and/or the Transition Case Manager.

6. Provide job readiness activities in both group and individual settings.

7. Conduct independent living, hygiene, and groom training in both group and individual settings.

8. Prepare students for Work Based Learning/Work Adjustment Training (making sure they have a photo ID, wardrobe guidance, transportation, etc.) and communicate any reported/observed needs to the VR Counselor.

9. Provide in-depth Career Exploration activities in both group and individual settings.

10. Provide and collect student progress on a monthly basis.

11. Inform VR Counselor and Transition Case Manager of any problems and/or complaints.

12. Monitor attendance and behavior of student to ensure progress toward measurable post-secondary and employment goals.

13. Help develop and assist with summer workshops (if applicable).

14. Provide asset development training to students.

15. Gather and inform students, VR Counselor, and Transition Case Manager of job leads and available internships.

16. Contact clients in post-secondary education placements on a monthly basis to ensure clients are progressing and meeting all required milestones and benchmarks. Notify VR Counselor of any issues.

17. Provide job retention services when needed.

**TERMS OF EMPLOYMENT:** 210 days. Salary and work year to be established by the Board.

**EVALUATION:** Performance of this job will be evaluated in accordance with provision of the Board’s policy on Evaluation of Support Services Personnel.

**Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reviewed and agreed to by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Employee)**