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| **TITLE:** | **Transition School to Work Job Readiness Specialist**  2.38 |
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| **QUALIFICATIONS:** | Education and Experience:  1. Education equivalent to graduation from a standard high school.    2. Two years’ experience in teaching or services to individuals w/disabilities. |
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| **REPORTS TO:** | Special Education Supervisor |
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| **JOB SUMMARY:** | An employee who is responsible for assisting a VR counselor , Transition Case Manager, Transition Coach and school personnel with teaching occupational related skills to VR eligible, VR applicants, or potentially eligible high school students. The work generally takes place in the high school. |

**PERFORMANCE RESPONSIBILITIES:**

1. Work with the local TSW grant team members to decide on the workplace readiness skills that will be taught at the high school level, which could include developing resumes, developing a reference contact list, filling out applications, mock interviews, etc.

2. Work with high school students to improve their skills in seeking, preparing for, and maintaining competitive, integrated employment in both group and individual settings to increase and enhance skill development.

3. Assist each student in determining what workplace and life skills that are needed for becoming and staying employed that consists of the understanding of timeliness, dependability, truthfulness, etc.

4. Assist each student in completing a career assessment to determine suitable employment.

5. Identify deficiencies that each student is experiencing in the areas of professional work behavior, communication, teamwork, and problem solving and critical thinking and develop ways to correct the deficiencies.

6. Conduct independent living, hygiene, and grooming training in both group and individual settings.

7. 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 Transition Case Manager and the VR Counselor.

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

9. Help each student learn networking skills while developing their own job seeking strategy. Consult with and provide feedback to the student on their job strategy on a regular basis.

10. Monitor attendance and behavior of student to ensure progress toward measurable job readiness employment goals. Provide feedback to the student, VR Counselor and Transition Case Manager.

11. Inform VR Counselor and Transition Case Manager when a student seems prepared and shows enthusiasm to participate in on-the-job work experiences or work-based learning .

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

13. Provide asset development training for students/families.

14. Understand and keep up to date with new technology, community resources, and assistive devices available for people with disabilities.

15. Implement appropriate curricula or demonstrate creativity in developing programs/training for

students with disabilities.

16. Maintain a high level of confidentiality, a professional demeanor, and represent both Vocational Rehabilitation and the Local Education Agency in a positive manner at all times.

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| **TERMS OF EMPLOYMENT:** | 210 days. Salary and work year to be established by the Board of Education. |
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| **EVALUATION:** | Performance of this job will be evaluated in accordance with provisions of the policies of the school system. |

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

**Reviewed and agreed to by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Employee)**