

TRANSITION PARTNERSHIP PROGRAM COORDINATOR (Vocational Development for Special Education)

CLASSIFICATION: Special Temporary - Funded through TPP Program and Department of Rehabilitation.

JOB SUMMARY: Under the general supervision of a district office administrator, provide vocational preparation and career exploration to Dept. of Rehabilitation (DOR) clients and/or applicants.

ESSENTIAL FUNCTIONS:

- Obtain assessments and qualifying paperwork from teachers.
- Consult with DOR counselor and West County Community Services Employment Specialist.
- Perform outreach to community, businesses, parents, and agencies.
- Assist in finding appropriate job try-outs in the community.
- Coordinate with the DOR Counselor to identify TPP student/DOR clients' needs and services.
- Make copies of reports for client files.
- Maintain files and portfolios for TPP participants.
- Revise/amend collaborative contract with DOR contact administrator and supervisor as needed.
- Coordinate and attend quarterly meetings between the contract agency and DOR staff.
- Liaison with DOR supervisory staff to monitor progress of the TPP program in meeting contract objectives.
- Collect monthly TPP student/DOR client Work Experience/PETS work based learning experience timesheets and evaluations.
Maintain files with TPP students/DOR clients' information to ensure TPP students/DOR client files include all required DOR paperwork, vocational assessments, work training documents and required school records.
- Coordinate curriculum development for vocational/career training opportunities.
- Develop, provide, and monitor Work Experience/PETS work-based learning experience opportunities for students served through the TPP.
- Provide job development, placement and follow-up/PETS Workplace readiness training.
- Assist in the identification of advanced training opportunities for DOR student/clients graduating/leaving school.
- Prepare service invoices, coordinate the completion of time allocation forms, maintain files with PARs, billing records, receipts, and expense reports.
- Coordinate development and delivery of individualized curriculum/assessments for vocational/career training opportunities for students served through the TPP. Scope of work services provided are PETS Vocational Evaluation (PETS/VE) and Vocational Instruction/Employment Preparation PETS Workplace readiness training.
- Act as liaison between high schools, DOR, community based organizations, and other agencies.

OTHER FUNCTIONS:

- Other related duties as assigned

EMPLOYMENT STANDARDS:

Training and Experience: Knowledge of the Americans with Disabilities Act (ADA) and the Individuals with Disabilities Education Act (IDEA). Experience working with high school aged and special education students in the classroom; teaching preferred.

Abilities: Ability to: communicate effectively and get along with coworkers and management at the school community; deal effectively and professionally under pressure; basic computer skills.

Physical Effort/Working Environment: Light physical effort; occasional standing or walking; periodic handling of light weight parcels or supplies. Indoor work environment.

Licenses and Certifications: A valid Class C California Driver's license and evidence of appropriate automobile insurance based on DMV regulations may be required.

Education:

One of the following:

- Completion of two years of higher education study (48 units), or
- A.A. or B.A. degree, or
- Passing a formal state or local academic assessment that demonstrates knowledge of and the ability to assist in teaching reading, writing, and mathematics or reading, writing, and mathematics readiness.

West Sonoma County Union High School District

Range 38

188 days/7 hrs. per day

Approved: February 8, 2001

Revised: 8/22/02; 2/25/2017