

WORKABILITY TRANSITION CASE TECHNICIAN

DEFINITION

Under general supervision, coordinates employment training and placement opportunities and services for special needs students who are making the transition from school to a post-school environment; assists WorkAbility middle school students with the transition from middle school to high school; performs related clerical and other duties as assigned and/or required.

ESSENTIAL DUTIES

- coordinates provision of employment training and placement opportunities for students with special needs
- coordinates student school-to-work transition services provided by local agencies
- plans and facilitates in-service information dissemination relating to transition services for students, to parents, school personnel and the community
- monitors students' progress through communication with employers, local agencies, teachers, parents, counselors and others
- creates employment opportunities to meet the needs of students and employers
- develops job placement informational materials
- provides job placement and matching services for students
- provides linkage to adult services
- maintains up-to-date knowledge of Special Education/Transition-related laws, regulations, and technology

QUALIFICATIONS

Knowledge of: Comprehensive knowledge of vocational programs; transition programs designed for special needs students; community-based organizations and agencies; District and other community resources; laws and regulations pertaining to transition services and working permits; time management skills; agencies providing support services to special needs students; modern office practices, procedures and techniques; English usage, spelling, grammar and punctuation; standard office machines and equipment, including micro-computers.

Ability to: Organize and manage tasks and time lines; effectively communicate, verbally and in writing, with students, parents, agencies, employers and other staff members; establish and maintain cooperative working relationships with community-based organizations and agencies; establish and maintain cooperative working relationships with students, parents, and other staff members; travel to various District locations and job sites within San Bernardino County; establish and maintain accurate records, including complex filing systems and automated data management, storage, and retrieval systems; work effectively at various work stations, including desks, conference tables or in meetings with various physical configurations; work effectively, cooperatively, and with flexibility in an atmosphere with frequent interruptions and changes in task priority.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position must perform in carrying out essential job functions.

- will frequently exert 10 to 20 pounds of force to lift, carry, push, pull or otherwise move objects
- will sit most of the time, but may walk or stand for brief periods of time; will occasionally be required to bend, stoop, crouch, kneel, reach above shoulder level, and/or to ascend and descend a step stool or step ladder
- must possess the ability to hear and perceive the nature of sound
- must possess visual acuity and depth perception
- must be capable of providing written and oral information, both in person and over the telephone
- must possess the manual dexterity to operate business-related equipment and to handle and work with various objects and materials

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION

Experience: Five years of experience working with Special Education students; experience providing career guidance and/or job placement services is preferred.

Education: Verification of a High School diploma, a GED certificate, or a higher degree; supplemental course work in vocational education and/or school-to-work transition programs.

License Requirement: Verification of a valid California Motor Vehicle Operator's License. A private vehicle is required.

Condition of Employment: Insurability by the District's liability insurance carrier.