



DEER VALLEY

Unified School District

JOB DESCRIPTION

JOB TITLE: **Technician Lead –Transition School to Work (TSW)**

Position Type: Classified	Department: Student Support Services
Salary Schedule: Classified	Reports to: Teacher/Principal/Transition Coordinator/Student Support Services Director
Salary Range: Range 24	
Term of Employment: 10 months	Date: August 4, 2021
Shift: Day	Approved by: Human Resources

POSITION SUMMARY:

This is a unique position in which the staff member reports to the District Office, but may be asked to support students both in the classroom and the larger community. The Lead Transition Technician assists the Transition Coordinator in providing a well-organized and smooth functioning instructional and work-based program for students. Provides training and assists in the supervision of all campus based Transition Technicians. The Lead Transition Technician is responsible for maintaining accurate financial records, reporting documents and developing requisitions. Students served within this program have a documented disability and have been deemed eligible for Vocational Rehabilitation services. The Lead Transition Technician assists in developing individualized career exploration and work-based learning opportunities for students, both on campus and in the larger community.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

- Assists other campus based TSW programs when vacancies occur.
- Plans and facilitates meetings/professional development for Transition Technicians.
- Consistently demonstrate the ability to meet deadlines and maintain confidentiality of all staff and student information.
- Assists in the training/monitoring and evaluation of Transition Technicians, including the development of annual goals and expectations in collaboration with the TSW Teacher/Supervisor.
- Manages Kronos system for all Transition Technicians

- Facilitates, tracks and submits required reporting documents to Transition Coordinator/RSA/VR.
- Assists in the budgetary elements of the TSW budget, including monitoring of budget expenses, development of requisitions, tracking of supplies, etc.
- Establishes and demonstrates professional communication and problem solving skills in all settings.
- Collects data, monitors and documents student progress, and maintains accurate records regarding individual activities, as required for RSA/VR monthly and quarterly reports.
- Assist in the transportation of students to and from work-based learning sites in approved District vehicles. (Ability to pass medical physical required).

MARGINAL DUTIES:

- Identifies work sites and develops partnerships that support the TSW program and student's post-secondary goals, as deemed appropriate by the TSW Teacher/Coordinator and VR Counselor. Gather and organize information that is useful for transition planning.
- Attends all training seminars offered by VR and/or ADE regarding TSW procedures and practices.
- Assists Transition Coordinator in gathering/maintaining data needed to determine program future growth.
- When appropriate, attend transition planning meetings with eligible students.
- Assists other personnel as may be required for the purpose of the completion of work activities.
- Other duties as assigned by the Supervisor.

SUPERVISORY RESPONSIBILITIES:

- Participates and provides feedback to TSW teachers, for all Transition Technician evaluations.
- Supervise students during community based learning activities.

SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:

- Ability and desire to provide outstanding customer service.
- Ability to work effectively under time constraints.
- Must be able to comply with District attendance standards as described in the established guidelines.
- Must be well groomed in appearance and follow the DVUSD Dress Code.
- Must be a team player and establish positive relationships with colleagues.
- Must be highly organized, with the ability to multitask.
- Must be self-motivated and detail oriented.
- Must be able to function well under pressure, including flexibility and good judgement.

- Must have a basic knowledge of computers, iPads and Google applications.
- Ability to read and interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- Ability to write routine reports and correspondence.
- Ability to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions and decimals.
- Ability to effectively communicate/present information to student, staff, administration and community members in small group and one on one situations.

CERTIFICATES, LICENSES AND REGISTRATONS REQUIRED:

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.
- Must have a valid driver's license and be able to pass requirements to drive a District vehicle, including an ADOT physical examination to drive the Microbus.
- Must be CPR/First Aid certified.

EDUCATION AND/OR EXPERIENCE:

- High school diploma or general education degree (GED).
- One to three months related experience and/or training.
- Equivalent combination of education and experience.

PHYSICAL DEMANDS:

- Regularly required to stand, use hand to handle or feel objects tools or controls, reach with hands and arms, and talk or hear.
- Must frequently climb or balance, stoop, kneel, crouch or crawl.
- Must occasionally lift and/or move up to 30 pounds.
- Must have close/distance vision, color/peripheral vision, as well as, depth perception and ability to adjust focus.

ENVIRONMENTAL CONDITIONS:

- The noise level in the work environment is usually moderate.

COMMENTS:

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.

This is a temporary management guide tool, subject to change.