



JOB DESCRIPTION

JOB TITLE: **Transition Technician-Transition School to Work (TSW)**  
**(Public Day School)**

Position Type: <b>Classified</b>	Department: <b>Student Support Services</b>
Salary Schedule: <b>Classified</b>	Reports to: <b>Teacher/Principal/Student Support Services Transition Coordinator</b>
Salary Range: <b>Range 17</b>	
Term of Employment: <b>10 months</b>	Date: <b>July 29, 2025</b>
Shift: <b>Day</b>	Approved by: <b>Human Resources</b>

**POSITION SUMMARY:**

Assists teacher in providing a well-organized and smooth-functioning instructional program.

*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 the TSW team in completing required paperwork for RSA/Vocational Rehabilitation.
- Under the supervision of the TSW Teacher/Transition Coordinator, implements the system for disseminating TSW information to employers.
- Analyzes and matches work sites for students in TSW program as deemed appropriate by the TSW Teacher/Transition\_Coordinator and VR Counselor.
- Maintains and updates a system for tracking employers that have been or are currently active with the TSW program.
- Provides structured training at school/community job sites consistent with each student's targeted vocational goals.
- Provides follow-up support to students regarding professional skills and TSW curriculum elements.
- Collects data as necessary to document student's progress on the job.
- Maintains an accurate student file for each student being served by the TSW program.
  
- Participates in a professional manner in all team meetings.
- Gathers and organizes information that is useful for transition planning.

- Provides support to students in the TSW program, as deemed necessary by the TSW team and supervisor.
- 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.
- Maintains accurate student files regarding individual goals, progress, and Vocational Rehabilitation information.
- Consistently demonstrate the ability to meet deadlines
- Demonstrate the ability to be proactive and problem solve complex issues.
- Establishes and demonstrates professional communication in all settings, as a role model of professional behavior for students.
- Provides instructional/behavioral supports for students receiving virtual TSW instruction.
- Maintains confidentiality of all staff and student information
- Provides one-to-one assistance to students in the delivery of instruction for vocational, independent living, and personal/social content areas for those students served under the consult model.
- Attends all training seminars offered by VR and/or ADE regarding TSW procedures and practices.
- Maintains a log of all activities and time spent on the TSW.
- Ability to transport students in District vehicle to TSW related activities.
- Ability to pass a medical physical and driver's certificate in order to transport students in district vehicles.

#### **MARGINAL DUTIES:**

- Other job related duties as assigned by the supervisor.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

#### **SUPERVISORY RESPONSIBILITIES:**

- Supervise students during off campus 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's attendance standards as described in established guidelines.
- Must maintain a well-groomed appearance and follow the DVUSD Dress Code.
- Must be a team player and get along well with others.
- Must be highly organized with the ability to multitask.
- Must be detailed-oriented and self-motivated.
- Handwriting must be legible.
- Must have excellent professional communication skills.
- Must have excellent memory and ability to function well under stress.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.

- Must have ability to keep abreast of information pertinent to the job, including current legislation.
- 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 compute rate, ratio, discounts and percent and to draw and interpret bar graphs.
- Ability to solve practical problems and deal with a variety of concrete variables in standardized situations.
- Ability to effectively present information in one-on-one and small group situations.
- Effectively communicates with students, staff, administration, and community members.
- Must have basic knowledge of computers, iPads, and Google applications.
- Ability to operate specific equipment or tools.

**CERTIFICATES, LICENSES AND REGISTRATONS REQUIRED:**

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.
- Must be trained in Non-Violent Crisis Intervention (NVCi).
- Must be trained in CPR and First Aid.
- Must have a valid driver's license and be able to pass requirements to drive a district vehicle, including the MicroBird.

**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:**

- Must be physically able to appropriately restrain students if there is the need for protection of staff, students or property.
- Regularly required to stand, use hands to finger, 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, and taste or smell.
- Must occasionally lift and/or move up to 30 pounds.
- Must have close vision, distance vision, color vision, peripheral vision, 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.*