



JOB DESCRIPTION

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

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>August 4, 2021</b>
Shift: <b>Day</b>	Approved by: <b>Human Resources</b>

**POSITION SUMMARY:**

This is a unique position in which the staff member reports to the school campus and supports students both in the classroom and the larger community. The Transition Technician assists the teacher in providing a well-organized and smooth functioning instructional and work-based program for students. Students served within this program have a documented disability and have been deemed eligible for Vocational Rehabilitation services. The Transition Technician works to develop 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:**

- Provides individualized support to students in the TSW program during student attendance hours, as monitored by the TSW Teacher/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.
- Develops and collaborates with community members in the development of multimedia program elements, such as video repositories for digital learning (virtual job shadows, informational interviews, career fairs, job tours, how to videos, etc).
- 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)
- Attends all training seminars offered by VR and/or ADE regarding TSW procedures and practices.
- Assist other TSW campus programs in the District when vacancies occur.
- Establishes and demonstrates professional communication and problem solving skills in all settings, as a role model for professional behavior for students.
- Provides one on one assistance to students in the delivery of instruction for vocational, independent living and personal/social content areas during required work hours to ensure service delivery for students served under the “consult” model. (Including before and after school hours when necessary).
- Consistently demonstrate the ability to meet deadlines and maintains confidentiality of all staff and student information.

### **MARGINAL DUTIES:**

- Gather and organize information that is useful for transition planning.
- 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.
- Develop work-based learning opportunities on and off campus for students
- Communicate with students and families regarding the TSW program in student recruitment process
- Other duties as assigned by the Supervisor.

### **SUPERVISORY RESPONSIBILITIES:**

- 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.*