



Sequoia Union High School District

Job Description

JOB TITLE:	Vocational Transition Specialist
ADMINISTRATIVE RELATIONSHIP:	The Vocational Transition Specialist is directly responsible to the Director of Special Education.
CLASSIFICATION:	Certificated
REQUIREMENTS	Minimum Degrees/Credentials/Experience Required for Position B.A. (B.S.), and valid special education teaching credential or designated subject credential (Job Counseling and Placement for Persons with Special Needs), Vocational Education/Vocational Rehabilitation.
SALARY SCHEDULE:	Certificated Salary Schedule
WORK - YEAR / HOURS:	185 days
LOCATION:	Various
BOARD APPROVAL:	July, 1993

BRIEF DESCRIPTION OF POSITION

To provide direct vocational services to special education students in the district.

DUTIES AND RESPONSIBILITIES

Under the supervision of Director of Special Education, the Vocational Transition Specialist will work with students in the age group of 13-22.

1. Write and implement vocational IEPs
2. Provide standardized vocational and situational assessments for special education students
3. Develop employment sites and provide on-site support and follow-up for special education students who are placed in supported work experience sites
4. Develop instructional programs at supported work experience sites and coordinate job coaching activities
5. Instruct students in job club and on the job
6. Provide transition planning and coordination of transition activities for special education students
7. Act as liaison between students, teachers, adult service providers and parents concerning student progress and transition activities
8. Perform related duties as assigned
9. Provide job coaching & travel training as necessary

Knowledge/Skills/Abilities

1. Knowledge of Career and Vocational Education curriculum and transition planning
2. Knowledge of Special Education and Vocational Education assessment
3. Skill in counseling students with work and behavior adjustment problems