

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

TRANSITION/EMPLOYMENT TRAINER

SALARY SCHEDULE: SSP-7

COST CENTER: DISTRICT-WIDE

QUALIFICATIONS:

- (1) Associate of Arts/Associate of Science Degree or sixty (60) hours from an accredited institution or high school diploma or equivalent and a passing score on the Para Pro Assessment Test.
- (2) Experience working with students with disabilities.
- (3) Demonstrate effective communication and presentation skills.
- (4) Available and willing to work flexible hours as needed.
- (5) Possess a valid Florida Driver's license.
- (6) Proof of insurance for private vehicle to be in accordance with District guidelines.
- (7) Experience with job placement / coaching activities.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of current trends, research and best practices related to the exceptional student education and at-risk populations. Ability to collaborate with IEP team members, school staff, community agencies and business partners. Implement individual intervention strategies to increase the likelihood that these students will stay in school, graduate, and connect with post-secondary or employment opportunities. Ability to plan, organize, prioritize and work effectively. Ability to use computer hardware and software, as well as communicate effectively orally and in writing.

REPORTS TO:

Principal or designee
District Administrator

JOB GOAL

To support and to work with at risk students and students with disabilities in both the academic and employment settings. To create linkages between students with disabilities, staff, family members, and community resources that promote movement from school to desired post-school activities.

SUPERVISES:

NA

PERFORMANCE RESPONSIBILITIES:

- *(1) Support teachers and staff in academic courses, career technical education courses and designated electives.
- *(2) Provide individual or small group instructional intervention to at risk students and students with disabilities.
- *(3) Assist in the provision of a student's daily living needs such as toilet needs, lifting, diapering, feeding, and personal hygiene as necessary.
- *(4) Mentor assigned students at risk of dropping out or not graduating.

TRANSITION/EMPLOYMENT TRAINER (continued)

- * (5) Identify, link, and connect students and families to community resources programs and employment and post-secondary options.
- * (6) Support state/district initiatives to increase graduation for all students.
- * (7) Structure efforts to find and develop jobs for students, matching student's strengths and interests to job needs. Support student during application/interview process.
- * (8) Communicate, advocate, and work with employers and co-workers on behalf of students employed at job site to provide support and environmental and equipment modifications as needed. Encourages integration with non-disabled co-workers.
- * (9) Monitor, supervise, and evaluate student's work performance at job sites, collecting observable data and gathering feedback from employer/supervisor and co-worker to determine training needs. Provide regular and systematic feedback to student, parents and staff
- * (10) Assist with coordinating student transportation, providing student transportation if necessary.
- * (11) Maintain required job training documentation and transition records in student file
- * (12) Administer career interest inventories and provide career resources and referral information.
- * (13) Maintain confidentiality with regard to student /school matters.
- * (14) Demonstrate initiative in the performance of assigned responsibilities.
- * (15) Provide for a safe and secure workplace.
- * (16) Model and maintain high ethical standards.
- * (17) Positive attitude and people skills.
- * (18) Follow attendance, punctuality and proper dress rules.
- * (19) Follow all School Board policies, rules and regulations.
- * (20) Exhibit interpersonal and communication skills to work as an effective team member.
- * (21) Demonstrate support for the School District and its goals and priorities.
- * (22) Sustained focus and attention to detail for extended periods of time.
- * (23) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects or individuals. In an emergency, worker may be required to restrain a physically active individual as a temporary safety precaution.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 11

* Essential Performance Responsibilities