



**BUCKEYE VALLEY LOCAL SCHOOLS
JOB DESCRIPTION**

Position: Deferment Intervention Specialist

Reports to: Building Principal

Employment Status: Regular/Full-time

FLSA Status: Exempt

Description: The **Deferment Intervention Specialist** works with students, ages 18-22, who have met graduation requirements; however, for whom the IEP team believes could continue to develop their skills to transition into adult life. The Intervention Specialist provides individualized instruction and community-based support to students with various disabilities. The primary goal is to facilitate a seamless transition from the school environment to adult life, focusing on three pillars: **Employment, Independent Living, and Community Integration.**

Transition services means a coordinated set of activities for a student with a disability that:

- Is designed to be within a results-oriented process that focuses on improving academic and functional achievement of the child with a disability to facilitate movement from school to post-school activities;
- Is based upon the individual child's needs, taking into account the child's strengths, preferences, and interests; and
- Includes instruction; related services; community experiences; the development of employment and other post-school adult living objectives; and is appropriate, acquisition of daily living skills and functional vocational evaluation.

NOTE: The below lists are not ranked in order of importance

Essential Functions:

- Continue to help develop and build a program that meets the needs of young adults.
- Teach **Functional Academics:** Budgeting, personal finance, reading schedules/contracts, and basic computer literacy.
- Instruction in **Daily Living Skills:** Cooking, meal planning, grocery shopping, hygiene, and laundry.
- Develop **Self-Advocacy:** Training students to understand their disability, request accommodations, and navigate adult service systems.
- Coordinate and supervise **Community-Based Vocational Instruction (CBVI)** at local job sites.
- Conduct vocational assessments to identify student interests, strengths, and aptitudes.
- Assist students in resume writing, interview preparation, and maintaining professional workplace behavior.
- Teach **Travel Training:** Navigating public transportation (buses, trains) and utilizing rideshare services.
- Facilitate community outings to help students access resources like libraries, banks, post offices, and recreation centers.
- Develop and manage **Transition-focused IEPs** with measurable post-secondary goals.
- Act as a liaison between the school district and adult agencies (e.g., Vocational Rehabilitation, Social Security, and Developmental Disability services).
- Conduct "Person-Centered Planning" meetings to align school services with the student's long-term vision.
- Become vehicle certified in order to transport students off campus to local job sites.

Required Knowledge, Skills, and Abilities:

- Ability to work effectively with others



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- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem- solving skills
- General computer / educational app skills
- Knowledge of IDEA and rules
- Knowledge of public school policies and practices
- Ability to operate various office equipment
- Commitment to education

Equipment Operated:

- Various Office Equipment
- Computer
- Printer
- Telephone

Additional Working Conditions:

- Occasional exposure to blood, bodily fluids, and tissue
- Occasional interaction with unruly students
- Frequent requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb, and stoop
- Occasionally lift, carry, push, and pull various items up to a maximum of 50 pounds
- Occasional operation of a vehicle in inclement weather conditions, i.e., being prepared to work on all scheduled school days, except calamity days
- Frequent repetitive hand motion, e.g., computer keyboard, calculator, writing
- Occasional requirement to travel
- Occasional evening work

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.