

Paraprofessional Transition Specialist

Purpose Statement

The job of Paraprofessional Transition Specialist is done for the purpose/s of disseminating transition information to appropriate parties; providing supports to students and assisting students with transition related activities both on the campus and in the community.

Essential Functions

- Under the direction of the Transition Coordinator:
- The Transition Specialist will have frequent interaction with students on a daily basis
- Maintain working transition files for each student with an IEP
- Conduct interviews and facilitate assessments for students to elicit current strengths, preferences, and interests in relation to transition
- Provide transition information to case managers, including data from interviews and assessments
- Facilitate opportunities for students to participate in the community through activities including but not limited to:
 - Job fairs, interviews, potential employers
 - food handler card acquisition
 - obtain a learner's permit
 - participation in ACCUPLACER assessments at community colleges
 - Tours of trade schools/college campuses
 - Tours of various facilities (i.e. jail/police station for students interested in law enforcement)
- Operate district-owned vehicles and oversee maintenance of campus transition van
- Provide assistance to students throughout the employment application process
- Research career requirements
- Solicit donations/Maintain tax credit and scholarship accounts
- Participate in Transition Community of Practice
- Other duties as assigned?

Other Functions

- Assist Transition Coordinator and other personnel as may be required for the purpose of supporting them in the completion of their work activities.

Minimum Qualifications

Mental Requirements

Learning Development- Level C Sufficient to read and write technical instruction, understand standardized methods, operate specialized and varied equipment, perform standard mathematical applications. Learning development involves the equivalent of some technical or vocational training beyond high school, often resulting in a certification.

Problem Solving - Level 1 Work situations are routine and regularly recurring, requiring attention and concentration, but limited discretion, consideration, and planning to adequately respond and carry out work activities.

Physical Requirements

Physical Skill - Level A Basic level of learned physical skill is required. No special coordination beyond that used for normal mobility and handling of everyday objects and materials is needed to perform the job satisfactorily.

Physical Effort - Level 1 Minimal physical exertion is required. Most job time is spent sitting with occasional walking. Occasional lifting, guiding, and carrying of lightweight materials or equipment.

Social Requirements

Human Relations Skill- Level A Job requires ordinary conversational skills and courtesy to exchange Routine information, provide routine assistance, and/or help maintain harmony among work associates.

Scope of Contacts - Level 1 The important job contacts are with peers in the immediate work group and immediate supervisor. Occasional contact with individuals outside the organization may occur.

Work Environment

Performance Environment - Level A Changes in environments, work pressure, disturbances of work flow, and irregularities in work schedule are infrequent.

Physical Working Conditions - Level 1 Generally good working conditions. Little or no exposure to extremes in noise, temperature, etc. little or no exposure to safety or health hazards.

Accountability

Level of Accountability -Level B Responsible for producing journey-level work output on an independent basis subject to supervisory direction and review.

Organizational Impact - Level 1 Work results impact the immediate work section with little effect beyond. Responsible for results or services that facilitate the work of others in a specific work group.

Experience, Education, and Certifications

Experience: Job-related experience is desired.

Education: Highschool diploma or equivalent

Certifications/Clearances: Must possess a valid Arizona DPS Level One IVP Fingerprint Clearance Card while employed.

Compensation Details

FLSA Status: Non Exempt

Pay Schedule: Hourly - Grade 109

Work Calendar: Support 9 Month