

MOUNTAIN VIEW-LOS ALTOS UNION HIGH SCHOOL DISTRICT
1299 BRYANT AVENUE
MOUNTAIN VIEW, CA 94040

POSITION: Transition Specialist

SALARY RANGE: Range 40 on the Classified Salary Schedule

WORK YEAR: 11 Months

QUALIFICATIONS:

Education, Experience & Training:

- Experience in working with the State Department of Rehabilitation.
- A minimum of two years in classroom high school experience, specific to transition work.
- Satisfactory work history.
- Ability to pass a Department of Justice (DOJ) fingerprint clearance
- Legal authorization to work in the U.S.
- Possession of a valid California Driver's License
- Within 60 days of hire, provision of TB (tuberculin) clearance, as mandated by the California Education Code
- Successful experience demonstrating tact, courtesy, positive attitude and maintaining cooperative relationships with those contacted during work.

ESSENTIAL DUTIES INCLUDE:

The Transitional Specialist assists in providing an educational program for students (grades 9-12) and engages in career development services for participating students; acts as a liaison to Department of Rehabilitation, community businesses and agencies; works with staff in transitioning students from high school to the world after high school. Assists in other school programs as assigned.

Specific Duties Include: Knowledge of:

- Assist case managers, students, and parents with post-secondary plans.
- Contact businesses and foundations to promote sponsorships, internships and/or job placement.
- Conduct outreach activities to potential partners, businesses, agency representatives, and other interested parties.
- Schedule Department of Rehabilitation intakes with high school students, attend intake meetings and provide Department of Rehabilitation staff with necessary documentation.
- Work collaboratively with administrators, student services personnel, and teachers to ensure the delivery of career development services.
- Maintain a good working relationship with the assigned Department of Rehabilitation counselor.
- Facilitate linkages with parents, business/industry, postsecondary institutions, and community organizations to support students' transition to postsecondary education and employment.
- Maintain proper control and discipline in a positive manner by establishing good, wholesome rapport through healthy, human relationships between individuals involved in the learning processes and in accordance with District policy and procedure.
- Realistically evaluate pupil progress—with expectations appropriate for the child's age and for the content area, keep appropriate records, prepare progress reports, and effectively communicate with pupils, supervisors, and parents.
- Perform basic attendance accounting and business services as required.
- Maintain professional competence through participation in professional growth activities.
- Identify pupils' needs and cooperate with other professional staff members in assessing and helping pupils solve health, attitude, and learning problems.
- Select and requisitions books, instructional aids, and instructional supplies and maintaining required inventory records.
- Administer group standardized tests.
- Assume responsibility for a reasonable number of activities such as directing of extra-curricular work, teachers' meetings, professional study, in-service training, curricula revision, student supervision, and other similar activities.

- Plan the work of Instructional Aides, Teacher Assistants, or other assigned Instructional Assistants
- Maintain student databases and case files with regular updates.
- Perform other specific duties as indicated by program/content area and grade level, or as directed by supervisor.

ABILITY TO:

This position requires thorough knowledge of:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form
- Ability to work comfortably with students, staff, parents, and the community, from diverse backgrounds, while being responsive to their needs
- Demonstrated experience working with special populations including disabled students, students with limited English proficiency, economically disadvantaged students and/or individuals in occupations nontraditional for their gender
- Demonstrated successful record in planning and implementing professional development programs
- Effective interpersonal, communication, conflict resolution, time management, and record keeping skills
- Knowledgeable about collecting and using data for evaluation and program improvement purposes
- Experience working with Department of Rehabilitation and/or Workability 1 programs desirable
- Positive, successful record of business development or industry networking
- Proficiency in a second language helpful

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the work environment is usually moderate. Work environment includes working directly with students. The employee must be prepared to handle accidents and emergencies at any time.

The job entails potential for exposure to adverse weather conditions and temperature extremes; exposure to blood-borne pathogens and communicable diseases; and for interaction with disruptive and/or unruly individuals.

MVLA is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable federal, state, and local laws.