JOB TITLE:	LIAISON POST SECONDARY TRANSITION
DIVISION	EXCEPTIONAL CHILD EDUCATION
SALARY SCHEDULE/GRADE:	IA, GRADE 8
WORK YEAR:	187 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8767
BARGAINING UNIT:	CLAA

REVISED: 07/01/2019

Submitted: 06/11/2019

SCOPE OF RESPONSIBILITIES
The position of Post-Secondary Transition Liaison is responsible for serving students with disabilities ages 14-21 with an emphasis on developing and implementing the five core pre-employment transition services as required by Federal and state regulations (job exploration counseling, work based learning experiences, counseling on post-secondary educational opportunities, workplace readiness training, and instruction in self-advocacy).

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Provides career assessment, functional vocational evaluation and appropriate career exploration for students with disabilities
Promotes program to local businesses and develops job sites to fit the needs and preferences of individual students being served through ECE with direction from students' teachers and parents/guardians
Communicates consistently with program staff, businesses, teachers, parents and vocational rehabilitation counselors
Transports students to and from job sites using appropriate modes of transportation (i.e., TARC, personal vehicle)
Maintains accurate evaluation records on the program and provides data to appropriate personnel; submits required reports to supervisor
Performs health services, if needed, for which training will be provided
Attends school meetings, trainings, workshops, and conferences (as applicable and approved by supervisor) to maintain awareness of current information and best practices in the field of special education
Complies with policies, rules and regulations of the District and of any state and/or federal regulatory agency where appropriate
Completes all trainings and other compliance requirements as assigned by the designated deadline
Performs other duties as assigned by supervisor

PHYSICAL DEMANDS
The work is performed while standing or walking. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving driving automotive equipment

MINIMUM QUALIFICATIONS
Bachelor's degree
Experience working with students with disabilities
Valid Driver’s License and ability to travel to work locations
Effective communication skills

DESIRABLE QUALIFICATIONS
Certification in Community Based Instruction (CBI) or equivalent community training program (JCPS)

Three (3) years of successful experience in job coaching
Experience in working with community businesses to develop jobs that meet specific needs of students with disabilities
Understanding of transition services/vocational rehabilitation services for youth
Experience in a diverse workplace