

JOB DESCRIPTION  
July 2016

Placer County Office of Education  
360 Nevada Street  
Auburn, CA 95603

**VOCATIONAL SPECIALIST,  
TRANSITION PARTNERSHIP PROGRAM (TPP)**

**General Purpose:**

A Vocational Specialist, Transition Partnership Program is responsible to the County Superintendent of Schools and works the direct supervision of the designated manager(s). The Vocational Specialist, TPP will work as part of the TPP team to assess and refer students who meet the appropriate criteria to the program. The Vocational Specialist, TPP will also assist the Employment Placement Specialist, TPP in providing employment preparation, placement and follow-up, and work experience services to youth and young adults both in and out of school with disabilities and/or impediments to employment.

**Essential Functions and Responsibilities** include the following. Other duties may be assigned as required:

- Provides the Work Experience/Pre-employment Transition Services (PETS) Work-based Learning Experience Service.
- Assists in placing job ready clients into employment.
- Assists in TPP employment services.
- Obtains appropriate documentation and eligibility evaluation information to assist Department of Rehabilitation (DOR) Counselor in determining eligibility for DOR and TPP services.
- Assists in administering vocational assessment and career exploration activities to assist students with identifying interests and aptitudes.
- Assists with providing individual employability skills training to include vocational, social and personal development.
- Assists students with resume development, job applications, interview preparation and any necessary follow-up.
- Supports students by providing on-site assistance and Non-Supported Employment Job Coaching as needed for work skill attainment and job retention.
- Assists TPP and Career Technical Education (CTE) staff in providing job development support at training sites and competitive employment.
- Prepares and maintains accurate and timely records and reports related to assigned students and activities.
- Attends regularly scheduled meetings with DOR Counselor and other TPP staff to discuss client progress.
- Attends quarterly cooperative contract meetings.

**Minimum Qualifications:**

**Employment Eligibility:**

- Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

**Education:**

- A High school diploma or equivalent is required.
- An AA degree is preferred.

## VOCATIONAL SPECIALIST TRANSITION PARTNERSHIP PROGRAM/PAGE 2

### **Experience:**

- Two years experience with at-risk and/or special education populations.
- Two years experience working within the K-12 educational system.
- Two years experience working in cooperative and effective relationships between multiple stakeholders.
- Two years experience documenting, tracking and submitting student data to required state agencies.

### **Knowledge, Skills and Abilities:**

- Knowledge of a variety of employment skills and the ability to model those skills for students.
- Knowledge of vocational education service needs for youth and young adults with disabilities and/or impediments to employment.
- Knowledge of labor laws regarding the employment of minors and persons with disabilities.
- Skills to establish and maintain cooperative and effective working relationships with others.
- Skills necessary to perform multiple technical tasks with an occasional need to upgrade skills due to changing situations.
- Skills necessary to interpret data and utilize pertinent software.
- Ability to provide individualized job development, placement assistance, and follow-up services.
- Ability to tutor student in vocational subjects.
- Ability to maintain a variety of records related to assigned students and activities.
- Ability to work with a diversity of individuals and/or groups under a wide variety of circumstances.
- Ability to communicate effectively both in oral and written form.

### **Required Testing:**

- Applicants may be tested.

### **Certificates & Licenses:**

- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.

### **Clearances:**

- Criminal Justice Fingerprint Clearance
- TB Clearance

### **Work Environment:**

- Work is performed in an office or school environment, continuous contact with staff, and representatives of other agencies.

### **Physical Requirements:**

- The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, fingering and/or feeling.
- Manual dexterity to operate a telephone and enter data into a computer.

**VOCATIONAL SPECIALIST TRANSITION PARTNERSHIP PROGRAM/PAGE 3**

- Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation.
- Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation.
- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation.
- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation.
- When applicable, facility to determine and differentiate colors with or without reasonable accommodation.
- When applicable, facility to drive an automobile or to arrange a consistent method of transportation.

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary.

**FLSA Status:** Non-exempt

**Employee Group:** Classified

**Salary Grade:** 20.5

Reviewed and Approved:

Supervisor: \_\_\_\_\_

Date: 7-25-16

Human Resources: \_\_\_\_\_

Date: 7/25/16