

## **TORRANCE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: SCHOOL TO CAREER COORDINATOR**

#### **BASIC FUNCTION:**

Under the direction of the Director-Special Education, coordinate the Transition Partnership Program and WorkAbility1 Grant Program and establish linkages with employers to develop subsidized work experience and competitive job opportunities; compose renewal grant proposals and budgets for both programs; supervise a staff of four employees in addition to site leads and job coaches. Job duty emphasis may vary from year to year based on the needs of the grants, and the class specification shall be interpreted in accordance with Personnel Commission Rule 3.2.4 (Interpretation of Class Specifications). This position may involve the use of own automobile to occasionally transport students/clients or to attend conferences and workshops.

#### **REPRESENTATIVE DUTIES:**

Supervise, assign and evaluate employees in the classifications of Pre-Employment Technician, Job Coaches and Job Developers. *E*

Maintain and monitor a student caseload of senior Department of Rehabilitation clients. *E*

Develop community-based training sites with local employers. *E*

Oversee appropriate job placement for students/clients and transporting students when necessary. *E*

Compile and compose narrative reports of progress regarding student/client achievement. *E*

Coordinate the evaluation of student performance at training sites. *E*

Coordinate Department of Rehabilitation/Transition Partnership Program activities with Campus Coordinators. *E*

Serve as a liaison between Department of Rehabilitation/Transition Partnership Program, schools, and students/parents. *E*

Conduct weekly site visits to all high school campuses. *E*

Monitor progress in student work experience, job search and on the job. *E*

Facilitate the renewal process of the Transition Partnership Contract. *E*

Perform related duties as assigned. *E*

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

The educational system and how it prepares students for success on the job.

The grant proposal or budget process.

Job development and job placement techniques.

Job search and interview skills.

Local employment market, community resources and organizations.

Job content and employment qualifications for various occupations.

Vocational education programs and vocational assessment methods.

Career information sources and successful marketing techniques and practices.  
Organizations that provide assistance for individuals with disabilities.  
Computer workstation skills.  
City, State and Federal laws, regulations, and codes related to equal opportunity employment.  
The Americans with Disabilities Act.

**ABILITY TO:**

Match individuals to jobs.  
Make decisions regarding job placement of individuals.  
Match student/clients to placement openings.  
Motivate employers to become involved with the program.  
Maintain good relationships with employers.  
Work effectively with individuals from a variety of educational, socioeconomic and ethnic backgrounds and with various disabilities.  
Understand and apply eligibility requirements related to special programs.  
Impart and obtain information tactfully and accurately.  
Communicate effectively both orally and in writing.  
Exercise sound judgment.  
Multi-task.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Bachelor's Degree in business, marketing, communications, public relations, rehabilitation, psychology, or related field and three years increasingly responsible work experience with individuals with disabilities.

**LICENSES AND OTHER REQUIREMENTS:**

California driver's license. Employees in this classification must maintain insurability at the District's standard rate during the term of employment.

**WORKING CONDITIONS:**

**PHYSICAL ABILITIES:**

Bending, pushing, lifting, moving objects weighing up to 25 pounds.