

**JOB TITLE:           JOB PLACEMENT/TRANSITION SPECIALIST**

**JOB DESCRIPTIONS:**

This employee is responsible for developing job placement sites, placing participants in job sites, and monitoring progress of students in the Job Preparation Program, teaching ESE employability skills, assisting with supervision of job coaches, and monitoring transition plans.

Duties of this position include but are not limited to:

1. Coordinating the Operation of the Job Preparation Program:
  - a. Meeting with teachers and students prior to job placement to obtain information regarding student's employability skills.
  - b. Contacting business and industry to determine job and employment opportunities for program participants and placement of participants.
  - c. Providing information on a variety of agency services to eligible participants.
  - d. Developing a communication network between community agencies, business and industry, schools, parents.
  - e. Providing transportation for work evaluations, job interviews and agency appointments, if necessary.
2. Planning for and teaching the ESE Career Preparation Course
3. Assisting with Supervision of Transition Assistant(s):
  - a. Determining potential off-campus job sites.
  - b. Assisting with development of contracts for off-campus job sites.
  - c. Determining on-campus job sites.
  - d. Determine transportation needs for off-campus program.
  - e. Assisting with selection of Transition Assistant(s).
  - f. Assisting with supervision of Transition Assistant(s).
4. Participating in the development of transition plans for ESE students and following up as needed.
5. Periodically reviewing the progress of each participant and reporting that progress to the ESE teacher at the home school for both on and off-campus programs.
6. Preparing reports for the program.
7. Collecting and recording data on each student.

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8. Continuing professional growth, meetings, attending workshops, visiting related facilities, reading related literature and exchanging ideas with other staff members.
9. Participating in or chairing one of the Job Preparation Program committees.
10. Performing other duties as assigned.

**REQUIRED QUALIFICATIONS:**

1. Bachelor's degree with ESE or Vocational certification and:
2. Approved for JP/TS pool.

**DESIRED QUALIFICATIONS:**

1. Master's degree or above.
2. Experience with special populations.