

San Jose Unified School District

I. Title Career Transition Technician

II. Definition

Under the general supervision of Workability certificated staff, provide direct student assistance with career/transition activities that include instructional strategies that will prepare students with disabilities to make a successful transition to employment, lifelong learning and quality adult life.

III. Examples of Duties

- Assist with career transition and career explorations of special needs students.
- Work as a member of the transition team to provide appropriate career development opportunities for special needs students including: transition-to-work training, "tryout" employment, work experience and supportive counseling.

V. Employment Standards

A. Knowledge of:

- Career counseling / communication skills
- Pre-employment / career exploration skills training
- Job and enclave development
- Understanding of career / vocational evaluation, IEP / ITP process, and high school graduation requirements.
- Computer software applications.
- Student behavior management techniques and strategies.
- Correct English usage, punctuation, spelling and grammar.
- Record keeping and record management.

B. Ability to:

- Be punctual adhering to specified job hours.
- Work effectively with special needs students demonstrating good communication skills that promote positive reinforcement techniques.
- Perform clerical work accurately, efficiently, and in a timely manner.
- Work independently and as a team member.

- Communicate satisfactorily in oral and written form.
- Use confidential information with discretion
- Contact community resources for work experience placements.
- Communicate effectively with employers keeping them aware of the intents and purpose of the Work Ability Program.
- Provide information to employers, regarding laws and regulations under which work experience students are permitted to work.

C. Education/Training/Experience:

Completion of twelfth grade or equivalent, and two years of experience working with students with special needs in an educational setting or two years of college course work in a related field.

D. Licenses/Certificates

- Valid California driver's license

VI. Specific Qualifications

- Must have passed the Instructional Associate Proficiency Test.
- Must have passed the district Clerical/Computer Proficiency Test and be able to type 35 words per minute from a clear copy.

Date: August 7, 2003
Range: 20
Work Year: 9.5
Position Code: _____