



RIALTO UNIFIED SCHOOL DISTRICT CLASSIFIED

WORKABILITY TRANSITION CASE TECHNICIAN

DEFINITION:

Under the direction of an assigned Administrator or Supervisor, assist students in identifying and evaluating their abilities and pre-vocational soft skills; coordinate employment training and placement opportunities and provide an array of transition services to support post-secondary success for students who receive special education services ; assists middle school students who receive special education services with the transition from middle school to high school; perform other job-related duties as assigned and/or as required.

ESSENTIAL DUTIES:

- Coordinate the provision of employment training and placement opportunities for students who receive special education services.
- Coordinate student school-to-work transition services provided by local agencies.
- Plan facilitate and disseminate in-service information relating to transition services and supports for students, to parents, school personnel and the community.
- Monitors students' progress through communication with employers, local agencies, teachers, parents, counselors and others.
- Mentors and models essential pre-vocational readiness skills.
- Create employment opportunities to meet the needs of students and employers.
- Develop job placement informational materials.
- Provides job placement and matching services for students.
- Provides linkage to adult services.
- Maintain Workability database to comply with grant renewal/requirements.
- Follow-up with graduates/exited students who have received Special Education.
- Services to gather data and enter in multiple databases.
- Maintain up-to-date knowledge of Special Education/Transition-related laws, regulations, and technology.
- Perform other job-related duties as assigned and/or as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Vocational programs.
- Transition programs designed for special needs students.
- Community-based organizations and agencies.
- District and other community resources.
- Laws and regulations pertaining to transition services and working permits.
- Time management skills.
- Agencies providing support services to special needs students.
- Modern office practices, procedures and techniques.
- English usage, spelling, grammar and punctuation.

- Standard office machines and equipment, including micro-computers.

ABILITY TO:

- Organize and manage tasks and timelines.
- Effectively communicate, verbally and in writing, with students, parents, agencies, employers and other staff members.
- Establish and maintain cooperative working relationships with community-based organizations, agencies, students, parents and other staff members.
- Travel to various District locations and job sites within San Bernardino County.
- Establish and maintain accurate records, including complex filing systems and automated data management, storage and retrieval systems.
- Work effectively at various workstations, including desks, conference tables or in meetings with various physical configurations.
- Work effectively, cooperatively and with flexibility in an atmosphere with frequent interruptions and changes in task priority.

EDUCATION AND EXPERIENCE:

EDUCATION:

Verification of a High School diploma, a GED certificate, or a higher degree

EXPERIENCE:

Five years of experience working with Special Education students. Recent job-related experience within the last five years is required.

LICENSES, CERTIFICATIONS AND OTHER REQUIREMENTS:

- Verification of a valid California Motor Vehicle Operator's License. A private vehicle is required.
- Insurability by the District's liability insurance carrier.

PREFERRED QUALIFICATIONS:

Experience providing career guidance and/or job placement services is preferred, but not required.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment. Driving a vehicle to conduct work.

PHYSICAL ELEMENTS:

The physical requirements indicated below are examples of the physical aspects that the position classification must perform in carrying out essential job functions.

- Will frequently exert 10 to 20 pounds of force to lift, carry, push, pull or otherwise move objects.
- Will sit and walk most of the time, but may stand for brief periods of time; will occasionally be required to bend, stoop, crouch, kneel, reach above shoulder level, and/or to ascend and descend a step stool or step ladder.
- Must possess the ability to hear and perceive the nature of sound.
- Must possess visual acuity and depth perception.
- Must be capable of providing written and oral information, both in person and over the telephone.
- Must possess the manual dexterity to operate business-related equipment and to handle and work with various objects and materials

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

POTENTIAL HAZARDS:

N/A

Revision Date: 2/1/2024