

# Springfield Public Schools

## Vocational Transition Assistant II - Part Time (7 hpd) - Springfield High School (17/18-C108)

### JOB POSTING

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#### Job Details

<i>Title</i>	<b>Vocational Transition Assistant II - Part Time (7 hpd) - Springfield High School</b>
<i>Posting ID</i>	<b>17/18-C108</b>
<i>Description</i>	<p>Springfield Public Schools seeks outstanding candidates for the position of Vocational Transition Assistant II to support the work of the Youth Transition Program (YTP) for the school district and work directly with students at Springfield High School. This position works seven (7) hours per day from 8:00 a.m. to 3:30 p.m. Monday through Friday when students are in school, including early release days. This position performs case management and administrative duties to coordinate Pre-Employment Transition Services (Pre-ETS) and support career-related learning experiences and programs for students, which includes:</p> <ul style="list-style-type: none"><li>• Work directly with the YTP Coordinator to ensure that high school age students receive relevant information about post-secondary opportunities and are properly engaged in Pre-ETS activities</li><li>• Coordinate in-take and assessment of basic academic skills and work place readiness for students with and without documented disabilities</li><li>• Assist with developing individual plans of employment</li><li>• Support certified teachers with addressing transition goals and post secondary aspirations for students</li><li>• Deliver career development activities both individually and through classroom coursework to prepare youth for work-based learning experiences</li><li>• Coordinate connections with career counselors and instructors to link academics with work activities</li><li>• Work closely with high school educators, school administrators and YTP Coordinator to support proper management of program funds and expenditures in compliance with federal fiscal policies</li><li>• Serve as a resource for students in finding information for work experience placement, job shadowing, and other vocational transition needs</li><li>• Work directly with the YTP Coordinator to support student and teacher needs when considering pre-transition and transition services</li></ul>

Successful candidates will possess the following qualifications that support our district vision “*Every Student a Graduate Prepared for a Bright and Successful Future*”:

- Experience in on-the-job training for qualified students
- Strong verbal and written communication skills
- Ability to work independently and take initiative
- Ability to obtain CPR and First Aid Certification
- Ability to access materials and provide activities appropriate for independent living instruction
- Ability to maintain confidentiality, adapt to changes, organize work week, allocate budget, and make independent decisions
- Excellent organizational skills; strong case management skills
- Basic clerical skills; attention to detail
- Ability and commitment to practice cultural competency and demonstrate respect for diversity
- Previous career education experience or knowledge of federal workforce programs a plus
- Spanish bilingual/bicultural

<i>Shift Type</i>	<b>Part Time</b>
<i>Salary Range</i>	<b>Range 12 / Hourly</b>
<i>Location</i>	<b>SPRINGFIELD HIGH SCHOOL</b>

#### Applications Accepted

<i>Start Date</i>	<b>07/05/2017</b>
<i>End Date</i>	<b>07/14/2017</b>