

KLAMATH COUNTY SCHOOL DISTRICT JOB DESCRIPTION

TITLE:	YTP Transition Specialist		
REQUIREMENTS:	Approved for employment through an Oregon School based fingerprint screening.	REPORTS TO:	Building Principal/ Designee
EDUCATION:	B.A./B.S.	FLSA Status:	Exempt
LENGTH OF WORK YEAR:	Hours and days as specified on posting		
EVALUATION:	Performance of this job will be evaluated annually in accordance with Klamath County School District policies.		
GENERAL JOB QUALIFICATIONS:	<p>This position also requires:</p> <ul style="list-style-type: none"> Bachelor’s degree with major in early childhood education, child development, elementary, secondary or special education Current first aid and CPR certification Ability to obtain Type 20 Activity Vehicle Certification Obtain a Food Handlers card within 15 days of hire date <p>Physical ability to adhere to OSHA and district safety regulations. Work within the district’s communicable disease control plan (blood borne pathogens) and be aware of the existence and potential exposure to hazardous chemicals as identified on the MSDS sheets. Responsibilities include student safety and security. This position is considered a safety sensitive position.</p>		

ESSENTIAL JOB RESPONSIBILITIES (Not Necessarily Limited To)

1. Identifying and referring Participants to VR; and, as necessary or as requesting by VR, assisting VR in referring Participants to other employment related sources of assistance.
2. For each Participant, gathering and providing school documentation of disability, and key informant information, and other relevant information that can be found in the Participant’s Summary of Performance and/or IEP to assist VR in determining the Participants eligibility for VR services and identifying the Participant’s vocational goals and supports.
3. Assist Participants in application with VR to acquire transportation in order to keep appointments to assess their eligibility and determine their priority for services.
4. Complete vocational and interest assessments with Participants.
5. Attend all staff in-services and training activities related to the vocational education.
6. Facilitate the completion and maintenance of an individual Participant work portfolio for each program Participant.
7. Help students plan future educational and/or career steps.
8. Facilitate referral of students to District sources and/or appropriate agencies outside of the school district.
9. Monitor work sites and evaluate Participant’s performance.
10. Ability to work with Participants, parents and school personnel. Must uphold the moral character as required of teachers.
11. Must maintain confidentiality when associated with the Klamath County School District.
12. Regular attendance is an essential function of this position.
13. Additional duties as assigned by Building Principal or designee.

PHYSICAL REQUIREMENTS (Mark appropriate box)

LIFTING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%

1-10 lbs.				X	
11-20 lbs.				X	
21-50 lbs.				x	
51-75 lbs.		X			
76-100 lbs.		X			
> 100 lbs.	x				

Maximum amount lifted by worker without assistance: no more than 75 lbs.

If required, lifts over 75 lbs. are performed with two or more people or lift devices.

CARRYING

Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.				X	
11-20 lbs.				X	
21-50 lbs.				X	
51-75 lbs.		X			
76-100 lbs.		X			
> 100 lbs.	x				

Maximum amount carried by worker without assistance: no more than 75 lbs.

If required, carrying over 75 lbs. are performed with two or more people or lift devices.

PUSHING/PULLING FORCE TO BE EXERTED

Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.				X	
11-20 lbs.				X	
21-50 lbs.				x	
51-75 lbs.		X			
76-100 lbs.		X			
> 100 lbs.	x				

Maximum weight of object pushed/pulled by worker: no more than 75 lbs.

Distance: 30 feet Type of Surface: (i.e. level, carpet, tile): level

ENVIRONMENT (WORK CONDITIONS)

Works Inside 88 % of the time / Works Outside 12 % of the time.

Temperature Extremes: No

Works on or around moving machinery or mechanical parts: No

OTHER PHYSICAL DEMANDS

Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
Bend/Stoop				X	
Twist				X	
Crouch/Squat				X	
Kneel			x		
Crawl	X				
Walk-Level Surface				X	
Walk-Uneven Surface			X		
Climb Steps				X	
Climb Ladder	X				
Work at Heights	x				

