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 annua	lly in accordance	with Klamath County School District policies.
GENERAL JOB QUALIFICATIONS:	 This position also requires: Bachelor's degree with major in early consecondary or special education Current first aid and CPR certification Ability to obtain Type 20 Activity Vehice Obtain a Food Handlers card within 15 Physical ability to adhere to OSHA and district satisfaces control plan (blood borne pathogens) are hazardous chemicals as identified on the MSDS of This position is considered a safety sensitive position. 	le Certification days of hire date afety regulations nd be aware of th sheets. Respons	. Work within the district's communicable ne existence and potential exposure to

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.
- 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	Occasionally	Frequently	Continuously
i ounus	IVEVE	1-5%	6-33%	34-66%	67-100%

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

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

If required, lifts over <u>75</u> 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.				Х	
11-20 lbs.		//		Х	100
21-50 lbs.	- 1	A		Х	
51-75 lbs.	11	Х			
76-100 lbs.	16	Х			30
> 100 lbs.	х				

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

If required, carrying over ____ Ibs. are performed with two or more people or lift devices.

Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.				х	
11-20 lbs.				х	
21-50 lbs.			COLUMN .	х	
51-75 lbs.		х	4 1		
76-100 lbs.	-3 7	Х	1.1		C: N. 45. 4
> 100 lbs.	х	1.1.67		W 11	

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)
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time.

Temperature Extremes: No

Works on or around moving machinery or mechanical parts: No

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

Reach at or Above Shoulder				
Reach Below Shoulder		х		
Use of Arms			х	
Use of Wrists			х	
Use of Hands			х	
Grasping/Squeezing		х		
Operate Foot Controls	х			

ENDURANCE							
Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%	Total Hours At One Time	Total Hours In A Work Day
Sitting				х			
Standing	-//			х			
Walking	1/			х		1300	
Change Positions	111			х			

NOTE: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Print Employee Name	Employee	Date				
Employer Representative (Immediate Supervisor):	LLL					
Print Name	Title	Signature	Date			
Prepared by:	Date:	1911	CL			
In the event of an on the job injury:						
For physician to complete:						
Is this job appropriate? Yes No	Date of Release:					