

## **ELK GROVE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: TRANSITION ASSISTANT**

#### **BASIC FUNCTION:**

Under the direction of the Program Specialist, participate in the organization and daily operations of the Transition Partnership Program (TPP) and WorkAbility program; assist in assuring the delivery of services to identified post and secondary students with disabilities; perform a variety of clerical support duties.

#### **ESSENTIAL FUNCTIONS:**

Participate in the organization and daily operations of the TPP and WorkAbility program; assist in assuring delivery of services to identified post and secondary students with disabilities.

Perform a variety of organizational and clerical functions related to referrals, eligibility and placement processes; maintain and submit mandated reports to assure compliance with applicable laws, codes, rules and regulations.

Serve as the receptionist; answer telephones and greet and assist visitors; provide students, families, District personnel and outside agencies with program information and materials; refer callers and visitors to appropriate staff members for assistance.

Assist students and families with the completion of forms, applications and documentation for the Department of Rehabilitation; verify accuracy and completion of forms.

Coordinate with assigned Vocational Specialist to maintain communication with students and families regarding program requirements, timelines, student progress in vocational training, job placements and individual student or family concerns.

Perform a variety of clerical support duties including typing a variety of materials, inputting data into computerized student information system, duplicating materials and extracting data for records and reports; establish and maintain office files.

Assist in establishing and implementing an orientation program for new student participants; conduct orientations as assigned.

Operate a variety of office equipment including a computer and assigned software.

Provide employment coaching and vocational training for identified students as appropriate.

Attend a variety of meetings, workshops and conferences; drive a vehicle to various sites to conduct work.

Perform related duties as assigned.

**DEMONSTRATED KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Modern office practices, procedures and equipment.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
Oral and written communication skills.  
Interpersonal skills using tact, patience and courtesy.  
Record-keeping techniques.  
Basic report preparation methods.  
Telephone techniques and etiquette.

**ABILITY TO:**

Perform a variety of clerical duties in support of program activities.  
Learn department and program objectives and goals.  
Learn applicable laws, codes, rules and regulations.  
Answer telephones and greet the public courteously.  
Establish and maintain a variety of records and files.  
Compile and verify data and prepare reports.  
Understand and relate to students with special needs and of diverse backgrounds.  
Provide employment coaching and vocational training for identified students.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.  
Operate a variety of office equipment including a computer and assigned software.  
Complete work with many interruptions.  
Meet schedules and time lines.  
Maintain consistent, punctual and regular attendance.  
Hear and speak to exchange information in person or on the telephone.  
Move hands and fingers to operate a computer keyboard.  
See to read a variety of materials.  
Sit for extended periods of time.

**EDUCATION AND EXPERIENCE REQUIRED:**

Any combination equivalent to: graduation from high school supplemented by college level coursework in business, psychology or a related field and two years of clerical experience involving public contact or experience working with individuals with special needs.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Class C driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

May be required to drive as needed.