

# CENTER JOINT UNIFIED SCHOOL DISTRICT

**JOB TITLE:** Transition Partnership Program Assistant

## **DESCRIPTION OF BASIC RESPONSIBILITIES**

Assists TPP staff and Department of Rehabilitation Vocational Rehabilitation Team (DRVRT) in providing pertinent TPP student/consumer information, employment preparation and placement activities, follow-up, and NSE job coaching services.

**SUPERVISOR:** Principal

## **TYPICAL DUTIES:**

1. May assist in gathering educational, psychological and functional information upon request by the Department of Rehabilitation Vocational Rehabilitation Team.
2. Assists the TPP Employment Specialist with the Transition Vocational Evaluation process and share findings and recommendations with the DRVRT.
3. Assists the Employment Specialist with follow-up of post-secondary TPP student/clients in post-secondary training and /or adult vocational training.
4. Provides short-term NSE job coaching for TPP student/clients in community training and competitive employment sites.
5. Answers phone, provides requested information, and takes messages for TPP.
6. Provides monthly progress reports for the TPP Program Coordinator.
7. Assists the Employment Specialist in providing job development to students/consumers.
8. Performs other duties similar to the above in scope and function as required.

## **EMPLOYMENT STANDARDS:**

### **Knowledge of:**

- Modern office methods, procedures, and practices;
- Computer terminology;
- Proper English usage, grammar, punctuation, and spelling.

### **Ability to:**

- Demonstrate proficiency in reading, writing, and mathematical skills sufficient to obtain a passing score on a standardized proficiency test;
- Learn the operations, procedures, policies, and requirements of assigned site program and operation;
- Word process accurately at a rate required for successful job performance;
- Operate standard office equipment/machines such as calculator, copy machine, computer effectively and efficiently;
- Perform routine arithmetical calculations;
- meet and maintain physical requirements necessary to perform assigned job functions in a safe and effective manner;

- Communicate effectively in oral and written form;
- establish and maintain effective work relationships with those contacted in the performance of required duties.

**EDUCATION, EXPERIENCE AND REQUIREMENTS:**

- High School Diploma or equivalent.
- TB test clearance.
- Criminal Justice Fingerprint clearance.
- Clerical Exam required.

**PHYSICAL CHARACTERISTICS:**

- Sufficient vision to read printed material;
- Sufficient hearing to conduct in-person and telephone conversations;
- Understandable voice with sufficient volume and clarity to be heard in normal conversations;
- Sufficient dexterity to write, use telephone and standard office equipment;
- Ability to sit and stand for extended periods of time.
- Physical, mental and emotional stamina to endure long hours under sometimes stressful conditions.