

Transition Coach

Education and Experience:	Education equivalent to graduation from a standard high school One years' experience in teaching or services to individuals w/disabilities
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Job Summary:	An employee who is responsible for assisting the Transition Case Manager with teaching one or more of the five identified Pre-employment Transition Services (Pre-ETS) to Pre-ETS recipients, VR eligible or potentially eligible junior high/high school students.
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Work Activities:

1. Provide basic information about the Transition School to Work program to Local Education Agency (LEA) personnel, students, and parents/guardians.
2. Upon receipt of Pre-Employment Transition documentation (parent/guardian or adult student permission form and disability documentation), assist in scheduling and coordinating pre-employment transition services.
3. Prepare for and attend student meetings as a member of the LEA TSW team.
4. Implement chosen curricula selected by the LEA TSW team.
5. Provide Career Exploration activities in both group and individual settings.
6. Provide one or more of the five identified Pre-ETS services in both individual and group settings.
7. Conduct independent living, hygiene, and/or grooming training in both group and individual settings.
8. Monitor attendance and behavior of student(s) to ensure progress toward measurable post-secondary and/or employment goals.
9. Prepare students for Work Based Learning and communicate any reported/observed needs to the Transition Case Manager or Work Based Learning Coordinator.
10. Understand and employ workplace safety procedures and ensure that students follow safety procedures at any worksite.
11. Arrange or provide asset management instruction to students.
12. Provide and collect student progress on a monthly basis.
13. Assist with completing Pre-ETS Individual Service Reports to document recipient services monthly.
14. Inform Transition Case Manager if there are any problems and/or complaints.
15. Assist with the development and implementation of summer workshops (if applicable). Notify the Pre-ETS Specialist of recipients attending any scheduled summer workshops.

16. Demonstrate creativity in developing methods of teaching job tasks and modifying processes to accommodate the student's barriers to employment or participation in post-secondary schooling.
17. Understand and keep current with new technology, community resources, and assistive devices available for individuals with disabilities.
18. Maintain a high degree of confidentiality, a professional demeanor, and represent both Vocational Rehabilitation and the Local Education Agency in a positive manner at all times.

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