

# *Educational Service Center of Medina County*

## **Job Description**

**Title:** Transition-to-Work Specialist

**Reports To:** Superintendent, Director of Special Needs Initiatives

**Supervises:** N/A

**FLSA Status:** NON-EXEMPT

### **Qualifications:**

- Holds an Ohio special education teacher's certificate in one area of special education
- Shows evidence of at least three years of teaching experience in approved programs for handicapped children; at least one of the three years teaching experience shall be at the high school level or equivalent experience approved by the Division of Special Education.
- Has Transition-to-Work endorsement (state certification).
- Completes documented evidence of a clear criminal record.
- Possesses a valid Ohio driver's license.

### **Description:**

Delivers a continuum of services that can include prevocational activities, in-school work experience, community work experience, vocational education, agency referral, and transition services.

### **Key Functions:**

### **Ethical and Professional Attributes and Behaviors:**

1. Implements the Educational Service Center of Medina County's philosophy of "Making yourself indispensable."
2. Cooperates with the philosophy and operational procedures of the local, city, or joint vocational school; nonpublic school; or other contracted agency.
3. Maintains a positive working relationship with personnel from the county and all contracted schools or agencies.
4. Represents the ESCMC and its service schools with professionalism at all times.
5. Demonstrates integrity and ethical behavior at all times.
6. Maintains confidentiality in all job-related discussions and communications.
7. Takes all necessary and reasonable precautions to protect equipment, materials, and facilities.
8. Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulations.

9. Is regular and prompt in attendance.
10. Dresses professionally and appropriately for the position. Exhibits personal habits and behavior that are professional and appropriate for the position.
11. Seeks opportunities to improve skills and grow professionally.
12. Attends and actively participates in all required/assigned training sessions, meetings, and other responsibilities.
13. Responds quickly to directives from the Superintendent and/or Director of Special Needs Initiatives.

**Essential Functions:**

1. Assists students involved with the community-based assessments to transition into paid community job placement (securing and completing job application, locating job availability and sites, preparing for interviews, etc.) as teachers, job coaches, and students request and time allows.
2. Evaluates students who are placed on in-school and community job placements, assisting students with targeting work behaviors for improvement, and troubleshooting with on-the-job problems presented by the student or the employer.
3. Assists students with exploring vocational training opportunities, such as career shadowing at the Career Center, training facilities, or in the community.
4. Offers guidance to families regarding community-based services related to and available for students of special need (Bureau of Vocational Rehabilitation, MRDD services, SSI, etc.).
5. Acts as educational liaison between the high school and the vocational school (serves as representative on the Advisory Council and participates with program development).
6. Serves as an IEP team member when transition/work-study services are requested for a student and acts as the designated district representative when requested to do so by the director of student services.
7. Assists Intervention Specialists with developing transition plan included in the IEP process.

**Other Duties and Responsibilities:**

1. Performs any additional duties determined by the administration of Medina City/County Schools as appropriate for the delivery of the service continuum of special education.
2. Examines (in conjunction with administration) additional duties in the context of priorities, time constraints, and impact on other student services.

**Additional Working Conditions:**

1. Potential exposure to blood, bodily fluids, and tissue.
2. Occasional operation of a vehicle under inclement weather/driving conditions.
3. Potential interaction among unruly children.

**Required Training:**

1. All online trainings currently required by the ESC.
2. Any and all trainings/professional development mandated by the ESCMC, ODE, USDOE, ODH, ORC, OSHA and/or as needed to maintain appropriate certification/licensure for the position held.

## Affirmative Action and EEO Policy

It is the policy of the Governing Board of the Educational Service Center of Medina County to ensure equal employment opportunity in accordance with Ohio Revised Code 125.111 and all applicable federal regulations and guidelines. Employment discrimination against employees and applicants due to race, color, religion, sex (including sexual harassment), national origin, disability, age (40 years old or more), military status, or veteran status is illegal.

The Governing Board and its employees comply with state and federal equal employment laws, rules, regulations and guidelines. Our Affirmative Action and EEO policy statements are disseminated to all employees, various recruitment sources, and are displayed on all applicable job sites and business locations. Any employees that deliberately violate this policy will be subject to disciplinary action.

**Governing Board Adopted: November 19, 2012**  
**Revised by Governing Board: November 19, 2018**