

## **Job Description Bismarck Public Schools**

### **On-Site Transition Facilitator**

The On-Site Transition Facilitator is responsible for assisting students in grades 9 - 12 with job exploration and work-based learning experiences. They will also provide counseling to students on postsecondary educational programs, teach workplace readiness skills to students and provide instruction in self-advocacy.

This is a grant-funded position that is 8 hours per day and follows the school calendar.

#### **Qualifications:**

1. Bachelor's degree, preferred
2. Experience working with people with disabilities

#### **Job Exploration - This individual will:**

- Partner with students in grades 9 – 12 to complete interest and ability inventories.
- Assist students in grades 9 – 12 with job exploration through class selection and/or individualized research.
- Organize and facilitate career fairs and guest speakers to assist students with job exploration.
- Familiarize themselves with career websites and keep current with digital resources.

#### **Work Based Learning Experiences - This individual will:**

- Facilitate students learning about various types of employment, volunteer, and job opportunities.

#### **Comprehensive Transition or Postsecondary Education Programs - This individual will:**

- Coach students in grades 9 – 12 on applying for scholarships.
- Organize and facilitate presentations by postsecondary education Disability Support Professionals.
- Arrange college campus visits for students.
- Organize and conduct college preparation seminars for students.
- Familiarize themselves with college entrance requirements and preparation for entrance testing and communicate this information to students.
- Support and coach students in grades 9 – 12 in how to transition and prepare for college.

#### **Workplace Readiness Training- This individual will:**

- Teach students in grades 9 – 12 about the different methods of transportation and how to access each.
- Support students in grades 9 – 12 in obtaining a driver's license, if appropriate.
- Teach resume writing and interviewing skills.

- Assist students in completing job applications, resumes and cover letters.
- Teach and assist students with budgeting and personal finance.
- Teach and assist students with learning and using basic computer skills.
- Conduct independent living skills training/labs for students in grades 9 – 12.

**Student Self-Advocacy - This individual will:**

- Teach students in grades 9 – 12 about their rights as individuals with disabilities.
- Support students in understanding their personal disability, how it impacts them, and how to talk about it.
- Facilitate student awareness of what accommodations are helpful for them.
- Facilitate student understanding of self-determination and self-disclosure options.

**Experience:** Experience working with individuals with disabilities.

**Education:** Bachelor's degree

**Clearance:** Fingerprint/Background Check clearance

**FLSA Status:** Non-Exempt

**Salary Grade:** SM on the Support Staff salary schedule