



**NorthFloridaSchool**  
Of Special Education

*Enhance. Empower. Enlighten.*

**Assistant Director of Transition and Post Grad Programs**

**NORTH FLORIDA SCHOOL OF SPECIAL EDUCATION**

223 Mill Creek Road

Jacksonville, FL 32211

Ph: 904-724-8323

**Job Description**

As part of the leadership team of the Transition and Post Grad program the Assistant Director will work to identify, secure and maintain business partners for students who are enrolled in the program. Learn the Vocational Rehabilitation *Work-Based Learning Experiences (WBLE)* process and assist with maintaining a successful school-VR relationship.

**Job Summary:**

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Assist the classroom teacher in the development and implementation of a skills and occupational curriculum designed to prepare the student for volunteering and eventual employment. Further instruction will focus on meeting the daily needs of students in a vocational setting both on and off the school campus, provide on the job coaching, training and follow-up.

Key qualifications for this position include the skill to communicate effectively with colleagues and community partners; an ability to organize; computer literacy and proven support of the school's mission and vision. Productivity and problem solving skills are vital.

### **Essential Duties and Responsibilities:**

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- Serve as a liaison between students and outside agencies for the purpose of providing support while ensuring that appropriate actions are implemented.
- Ensure a job match based on participant's interests and goals, collect intake information and job analysis data.
- Counsel students in job search skills in preparation for employment and career decision making.
- Collect proper documentation to meet the requirements for program participation and parent/guardian approval.
- Select and train staff/job courses regarding requirements for job/vocational placement opportunities to include needed job skills, workplace code of behavior, data collection re student performance and evaluation tools.
- Monitor student performance in various work sites according to program guidelines (e.g. job site visits and evaluations) to identify areas requiring additional training on techniques and methods for sustaining solid work habits.
- Assist in the Vocational Rehabilitation Work-based Learning Experience (WBLE) program's referral, rating and invoicing process.
- Organize and conduct field trips for 1:1 or small group community exploration to promote hands on experiences in the practice and development of independent living skills.
- Oversee some of the day to day classroom operations including reviewing teacher lesson plans, curriculum implementation and testing.
- Provide support for student behaviors and implement behavior modification techniques.
- Support students in their vocational wishes by assisting with resume building, interviewing skills and work with students to ensure vocational goals align with student skill set.
- Must have a clean driving record.

## Education and Experience Requirements:

- Bachelor's degree in a related field e.g. Education, Rehabilitation, Counseling, Social Work or Psychology
- 3+ years of work experience with individuals 18+, preferably in an education or vocational education setting.
- Ability to set direction for a team and motivate others to action.
- Must be a self-starter and have the ability to initiate and follow through on project and program goals.
- Verified leadership experience.
- Strong verbal, written, organizational and relational skills.
- Possess a collaborative mindset.
- Demonstrate the ability to provide critical feedback in direct, honest and respectful ways.
- Possess a sense of humor and a love of the life of school.
- Have a positive work ethic.
- Proven creativity and initiative.
- Demonstrate a willingness to pitch in when/where needed.

## Knowledge/Skills/Abilities:

Skill Requirements: (X = Required for job)			
	Typing/computer keyboard	x	Verbal communication
	Utilize computer software (specified above)	x	Written communication
x	Retrieve and compile information	x	Public speaking/group presentations
x	Maintain records/logs	x	Research, analyze and interpret information
x	Verify data and information	x	Investigate, evaluate, recommend action
x	Proficient use of Excel		
x	Organize and prioritize information/tasks	x	Leadership and supervisory, managing people
	Operate office equipment	x	Basic mathematical concepts (e.g. add, subtract)

	Advanced mathematical concepts (fractions, decimals, ratios, percentages, graphs)		Abstract mathematical concepts (interpolation, inference, frequency, reliability, formulas, equations, statistics)
<b>Physical Requirements: (X = Required for job)</b>			
x	Sitting for extended periods	x	Lifting/carrying up to 20 pounds various items
x	Standing for extended periods		Lifting/carrying more than 20 pounds various items
	Extended periods viewing computer screen	x	Repetitive Motions
x	Walking	x	Pushing/Pulling
x	Reading	x	Bending/Stooping
x	Speaking	x	Reaching/Grasping
x	Hearing	x	Writing
	Other (List):		Other (List):