

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: COORDINATOR - TRANSITION PARTNERSHIP PROGRAM

BASIC FUNCTION:

Under the direction of assigned supervisor, responsible for overseeing and implementing the Department of Rehabilitation's Transition Partnership Program (TPP), which supports students with disabilities in their transition from school to postsecondary education, competitive integrated employment, and greater independence. This role involves coordinating transition services that equip students with the skills, work experiences, and community connections needed to achieve their individual goals; works collaboratively with the Department of Rehabilitation (DOR), school staff, students, families, community agencies, and employers to create meaningful opportunities that bridge the gap between education and adult life.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Oversees the daily operations of the TPP, ensuring compliance with state, federal, and contractual requirements.

Monitors individual transition plans in collaboration with students, families, teachers, and agency partners.

Coordinates and schedules work-based learning experiences, vocational assessments, and job placements for students.

Provides oversight and coaching to ensure teachers successfully implement transition program components.

Guides and supervises classified staff in the vocational education program to ensure effective delivery of TPP supports for students.

Serves as the primary liaison between Santa Clara County Office of Education (SCCOE), Department of Rehabilitation, local businesses, and community-based organizations.

Establishes linkages/relationships with employers to develop work experience opportunities for program participants

Provides ongoing support and communication to families regarding transition services and resources.

Facilitates classroom workshops and training on Job Exploration Counseling, Workplace Readiness Training, Work-Based Learning Experiences and Instruction in Self-advocacy.

Provides coaching and support to students and staff in community-based settings.

Monitors student progress and adjusts transition services as needed.

Develops curriculum and materials for program participants related to the following Department of Rehabilitation Student Services: Job Exploration Counseling, Workplace Readiness Training, Work-

Coordinator - Transition Partnership Program - continued

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Based Learning Experiences and Instruction in Self-Advocacy.

Maintains accurate student records, case notes, and program data in compliance with program requirements.

Prepares and submits program reports to the Department of Rehabilitation and SCCOE's Grant, Partnerships and Operations Department.

Attends quarterly meetings with the Department of Rehabilitation to discuss the provision of services to participants.

Monitors program participants while engaged in a Work Experience placement.

Supervises assigned staff.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE, ABILITIES AND COMPETENCIES:

KNOWLEDGE OF:

Vocational education and post-secondary experience;
Principles of adult learning;
Training and coaching methods and strategies;
Data collection and analysis methods;
Record-keeping techniques and report preparation techniques;
Knowledge of IDEA, ADA, Section 504, and Department of Rehabilitation services.
Grants, partnerships and submitting proposals.

ABILITY TO:

Work flexible hours, including evenings and weekends;
Collect, document, analyze and use observational data to assess practices and guide support;
Create and maintain accurate documentation and records;
Strong communication, organizational, and interpersonal skills;
Establish and maintain collaborative working relationships with others;
Collect and analyze data in a variety of settings and ways;
Meet schedules and timelines;
Work independently with little direction;
Operate a variety of office equipment, a computer and assigned software;
Communicate effectively both orally and in writing. and for the schools.

LEADERSHIP TEAM COMPETENCIES:

Develops and fosters effective individuals and teams;
Operationalizes the organizational vision, mission, goals, shared values, and guiding principles;
Demonstrates emotional intelligence;
Models inclusive, effective, and authentic communication;

Applies knowledge of the intersectionality of race, equity, and inclusion;
Builds and sustains positive, trusting relationships;
Conducts SCCOE operations with the highest moral, legal, and ethical principles.

EDUCATION AND EXPERIENCE:

Any combination equivalent to a master’s degree in special education, clinical services, career vocational development or related field and three (3) years of experience in special education or related field; Education Specialist Instruction Credential, Moderate/Severe Disabilities or other valid California Special Education Credential authorizing the teaching of students with moderate severe disabilities or Pupil Personnel Services Credential.

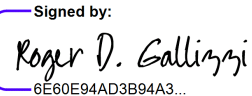

LICENSES AND OTHER REQUIREMENTS:

Valid California Administrative Services Credential
Valid California Teaching or Pupil Personnel Services Credential
(preferred) Valid California driver's license

WORKING CONDITIONS:

ENVIRONMENT:
Office environment
Driving a vehicle to conduct work

PHYSICAL DEMANDS:
Hearing and speaking to exchange information and make presentations
Dexterity of hands and fingers to operate a computer keyboard
Seeing to read a variety of materials
Sitting or standing for extended periods of time

	<div>Signed by:  6E60E94AD3B94A3...</div>	10/8/2025 7:39 AM PDT
Approved:	Roger D. Gallizzi Interim Associate Superintendent-Personnel Services	Date
	<div>Signed by:  AEFF8FA0C5E741B...</div>	10/6/2025 10:58 AM PDT
Authorized:	Dr. David M. Toston, Sr. County Superintendent of Schools	Date