PARENTS ALLIANCE EMPLOYMENT PROJECT

2525 Cabot Drive, Suite 205
Lisle, IL 60532
630.697.8199
www.parents-alliance.org

JOB DESCRIPTION: Job Title: VOCATIONAL TRANSITION SPECIALIST

Salary: $50,000-$68,000
Educational Qualifications - Bachelor's degree in Education, Special Education, Vocational Rehabilitation, Psychology or related fields.
Work Hours: Normal work hours are 40 hours per week, Monday through Friday. However, must maintain a flexible working profile while performing the job duties. This will include, on occasion, rearranging schedules based on the needs of the client's job site, as well as attending resource fairs and business outreach meetings that may require some weekend and evening hours.
Additional Information: Must be able to provide or arrange own transportation for travel to and from school transition program and job training sites. Must have valid drivers license and car insurance. Ability and willingness to tolerate light physical activity to include long periods of standing or walking depending on the demands of the client job sites.

Reports To: Assistant Director

Purpose of Position:

1) To provide an array of direct vocational services to students enrolled in the High School District 87 transition program. (75%)
2) To act as the point person on behalf of the agency to ensure smooth transition resource linkage for all high school programs upon graduation to adult services with PAEP. (25%)

Primary Duties

1) Fully implement the partnership between High School District 87 and Parents Alliance Employment Project and the activities as listed in the contract and agreed upon by the HS District 87 Director of Special Education and PAEP Executive Director on a yearly basis.

- Clearly identify your role as the vocational liaison between PAEP and HS District 87 staff by educating D87 program staff.
- Confer and collaborate with HS District 87 transition staff to assess and identify students with special needs that are appropriate for job training and job placement services.
- Coordinate and facilitate the completion of individual plans for employment for each transition student.
- Provide job readiness services to students with disabilities that may include but are not limited to preparation of resumes, conducting mock interviews, training and assistance in completing job applications, assistance in identifying employment opportunities; information on the use of public transportation. It may also include other services that may increase the opportunities of the clients to obtain and maintain a job, such as discussion of salary and benefits, on-the-job rules and regulations, work schedules, appropriate dress attire, etc.
- Develop and coordinate a minimum of four job training sites for the school year; coordinate support systems and D87 job coaches for each of these training sites utilizing the job

coaching evaluation forms.

- Effectively interface with community employers to enhance students potential for vocational success; Develop and coordinate a minimum of eight competitive, employer-paid jobs for students; meet with at least 10 employers per week to solicit paid job opportunities; document job development activities utilizing the job development log; develop partnerships with employers on an ongoing basis in order to secure job placements for students with disabilities; assist students in applying for these job openings.
- Analyze job sites and identify necessary work and work related skills through the use of a job analysis.
- Identify necessary job modifications and provide intervention on behalf of the student to assure reasonable accommodations are made when needed.
- Conduct in-service training appropriate for D87 job coaches on the use of job coaching strategies and forms for each job training and paid employer sites.
- Confer with students and parents as an integral part of the task of helping increase understanding constructive participation in resolving the students' vocational needs and use of appropriate resources.
- Maintain effective communication both verbally and in writing with all D87 staff regarding students' employment situations.
- Maintain all required paperwork and documentation as needed for each student.
- Organize time, energy and caseload in order to meet responsibilities and complete assignments with due consideration for the priorities among the various responsibilities.

2) Serve as a resource for all transitional and special education needs upon graduation to ensure a smooth and strong linkage post graduation for students with special needs.

- Represent PAEP at all high school resource fairs and trainings; provide information to students and parents regarding supported employment programs, including the Transitional Planning Committee.
- Provide job readiness workshops and materials to local high school students to prepare them for the adult world of work after graduation
- Assist Assistant Director with coordination of all high school job training programs
- Provide outreach and follow up to all high school referrals
- Attend IEP meetings as requested by Associate Director to provide information on PAEP
- Keep updated on laws and regulations that may affect service provision, e.g. social security work incentive programs, supported employment federal regulations

Contact: Kristen Sheffield, Executive Director, at (630) 697-8199 or ksheffield@parents-alliance.org

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Vocational Transition Specialist Date Executive Director Date

As an affirmative action employer, Parents Alliance Employment Project offers equal employment opportunities without regard to race, color, creed or religion, age, sex, national origin, or disability.

06/2026