



WEST CENTRAL EDUCATION DISTRICT

**Job Title:** Transition Aid

**Location:** West Central Education District SAIL Program located in Paynesville, MN

**Reports To:** Program Administrator

**Position Details:** This is a 144 day (4 days per week, Monday-Thursday) [school calendar](#) position.

**Position Overview:**

The Transition Aid plays a key role in supporting post-high school age students (18-22 year olds) with disabilities as they develop independent living and employment readiness skills. This includes assisting students at the program site, in the community, and at job placements. Transition Aids are responsible for modeling and coaching positive work habits and life skills to promote student growth and independence in real-world settings.

**Essential Functions:**

- Support students with independent living skills in home like setting, including:
  - Basic cleaning routines
  - Meal preparation and safe cooking practices
  - Personal care and hygiene reminders, as needed
  - Engagement in recreational and leisure activities
- Coach and supervise students at community job sites based on their individual skills and learning goals
- Model appropriate work behavior and job performance, including punctuality, initiative, task completion, and problem solving
- Provide on-site support to students during community based instruction, including job coaching and travel training
- Maintain positive and professional communication with students, staff, job site supervisors, and families
- Monitor student progress and provide input to the instructional team for IEP goals and vocational skills development
- Follow all district procedures for student safety and confidentiality
- Support classroom and instructional activities as needed under the direction of licensed staff
- Drive a program van to transport students to and from job sites or community locations (training provided)

**Knowledge, Skills, and Abilities:**

- Ability to demonstrate confidentiality
- Ability to establish and maintain positive working relationships
- Ability to effectively and professionally communicate in writing and verbally
- Ability to work with students individually and in groups
- Ability to use technology

**Qualifications:**

- Must meet one of the following:
  - Two years of college credits through an accredited institution
  - An associates degree or higher



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- A high school diploma and a passing score on an approved academic assessment (Paraeducator exam preparation and Paraeducator exam will be provided if needed)
  
- Must pass a criminal background check
- Valid driver's license

**Compensation:**

Per the WCED Non-Certified Employment Agreement, pay range is \$18.12-\$22.98/hour depending on experience.

**To Apply:**

Email the completed [job application](#), letter of interest, resume, and 2 letters of reference to Vanessa Hoffarth, Program Administrator at [vhoffarth@wced6026.com](mailto:vhoffarth@wced6026.com).

**Posting Deadline:** Position is open until filled.