



Job Title: Secondary Special Education
Transition Specialist

Wage/Hour Status: Exempt/187 Days

Reports To: Special Education Director/
Special Education Coordinators

Pay Grade:

Dept. /School: Special Education

Date Revised: 09/16/2011

Primary Purpose:

To assist teachers in completing transition assessment for students with disabilities who are 14 to 21 years of age.

Qualifications:

Education/Certification:

Bachelor's Degree with teaching certificate in Special Education
Master's Degree preferred

Special Knowledge/Skills:

Utilize strong communication and interpersonal skills
Possess a broad knowledge regarding curriculum content and teaching strategies at multiple levels of instruction
Possess knowledge of instructional consultation teaming
Possess knowledge in the area of Transition as it relates to Indicator 13
Exhibit a proficiency in computer usage and instructional technology

Experience:

Three years teaching experience in Special Education

Major Responsibilities and Duties:

1. Complete transition assessments and post school(s) outcome planning for students ages 14 to 16 years of age.
2. Provide assistance and support to both new and experienced teachers through on-site modeling, demonstration, coaching and feedback.
3. Assist staff in the development and implementation of transition/futures planning.
4. Assist the curriculum coordinator during and after school in planning and conducting staff development on the implementation of services and support standards.
5. Research innovative programs and strategies reflecting Peer Reviewed Research.
6. Participate as a member of curriculum development/revision committees.
7. Assist in reviewing recommendations for students to access transition/post-school services and facilitation of IEP (ARD) meetings.
8. Assist Special Education Coordinator in the dissemination and inventory of transition materials.
9. Perform other duties and functions as assigned by the Director of Special Education.

10. Other duties as assigned.

Supervisory Responsibilities:

None

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress.

NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.