

HILLSIDE PUBLIC SCHOOLS

JOB DESCRIPTION

TITLE: Special Education Transition Teacher Coordinator

QUALIFICATIONS: Certification as Teacher of the Handicapped or School Social Worker and relevant experience with the vocational needs of disabled students.

REPORTS TO: Director of Special Services

JOB GOAL: To Facilitate the transition of disabled students from school to the community. Assists disabled students to ensure social and academic progress. She/he will provide instruction, technical assistance and facilitate job placement for disabled students.

PERFORMANCE RESPONSIBILITIES

1. Meets the requirements of the district regarding all phases of the transition process. Attends transitional IEP meetings for disabled students. Consults and confers with Child Study Team members regarding appropriate transitional goals.
2. Attends Child Study Team meetings regarding the development of an IEP, which accommodates transition.
3. Makes contact and creates partnerships within the school and community for the purpose of developing job shadowing and job sampling opportunities for disabled students.
4. Provides job coaching within the school and community.
5. Assists district personnel with all aspects of transitional planning.
6. Develops and implements learning modules which facilitate the generalization of transitional goals.
7. Teaches short-term classes, which have a focus on self-advocacy, self-awareness, and related skills. Teaches classes with a focus on exploring post-secondary options, career awareness and related skills. Works one-on-one with students who have significant needs.
8. Networks with parent groups for the purpose of informing them of community and state services available to students after graduation.
9. Implements developmentally appropriate transitional goals. Creates and fosters business relationships within the school and community.
10. Serves as liaison between the Child Study Team and other agencies. Develops activities of daily living skill modules. Investigates and shares ideas regarding post secondary options and

adult services, which are components of the transition process.

11. Works directly with students within a vocational and transitional counseling framework. Submits suggestions for curriculum improvement, which will enhance student abilities in acquiring-age appropriate independent skills.
12. Assesses and monitors conduct of transition students that are within his/her direct charge. Assumes authority within reason, over other students who are approaching the transition state.
13. Meets with parents on a regular basis to advise them on program and services offered within the district, community and state agencies.
14. Seeks additional resources that will enhance services provided to students in their post-secondary careers. Contributes to the community's perception of disabled students and their abilities.
15. Serves as a liaison between all staff in the Hillside School District and the Community with the goal of consolidating and coordinating expectancies.
16. Performs other duties which may be assigned by administration.
17. Attends school and student events as outlined in the teacher contract.
18. Utilizes electronic forms of communication with parents and colleagues.

TERMS OF EMPLOYMENT:

Ten month. Salary to be established by the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with the state law and provisions of the board's policy on evaluation of certified staff.

Date:

Revised by: