



TITLE: EXCEPTIONAL SERVICES TRANSITION SPECIALIST

QUALIFICATIONS:

1. Possess a general understanding of the purpose of transition for students with disabilities.
2. Bachelor Degree in Special Education

REPORTS TO: Director of Special Education

PERFORMANCE RESPONSIBILITIES:

1. Assist teacher and/or Director of Special Education in developing overall plan for the district's transition plan.
2. Survey area businesses and local resources for possible transition sites and activities.
3. Make employer contacts in an effort to secure training sites.
4. Develop, administer, and/or distribute checklists, job materials and media necessary to implement transition programs.
5. Assist teachers in identifying student interests and transition needs.
6. Assist in providing professional development activities for teachers, and support personnel.
7. Maintain data on district transition activities and job placement.
8. Assist in coordination of transportation for students placed on job sites.
9. Act as contact person for parents, teachers, supervisors and employers.
10. Assist director in developing and implementing parental involvement activities for transition.
11. Perform such other duties as may be assigned by the Director of Exceptional Services.

TERMS OF EMPLOYMENT: 187 Work Days

EVALUATION: Performance in this position shall be evaluated regularly and informally (oral or written) by the Exceptional Services Director.