

SCHOOL DISTRICT OF LEVY COUNTY

JOB DESCRIPTION

TRANSITION SPECIALIST

QUALIFICATIONS:

- (1) A Bachelor's Degree or higher, in any field of Exceptional Student Education, from an accredited college or university.
- (2) Certified by the State of Florida
- (3) Minimum of three (3) years successful teaching experience in exceptional education or related field

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to relate to and work with students with disabilities and adults in a positive manner. Demonstrate effective oral and written communication skills. Possess basic English and mathematics skills. Ability to follow written and verbal instructions. Basic knowledge of technology and ability to apply knowledge to assigned area of responsibilities. Ability to perform clerical tasks. Planning and organizational skills. Knowledge of community. Ability to work cooperatively with colleagues. Willingness to attend training and in-service relevant to responsibilities of assigned area. Knowledge of exceptional student education programs and services that pertain to Transition.

REPORTS TO:

Director, Exceptional Student Education and Student Services

JOB GOAL

To provide leadership in coordinating services and resources for students, parent and staff in the areas of vocational evaluation, transition planning, employment skills, development, and when appropriate, employment placement for students.

SUPERVISES:

ESE Teacher and other assigned personnel.

PERFORMANCE RESPONSIBILITIES:

- (1) Facilitates/Supervises vocational counseling and assists in student career and transition planning.
- (2) Provides staff with the resources needed to develop and carry out effective transition plans.
- (3) Supervises staff in assisting students in the acquisition of basic employment skills.
- (4) Supervises the provision of job placement services to students based on educational need, IPE and IEP goals, at job sites in the community and within the school district.
- (5) Serves as a liaison between community transition agencies and staff.
- (6) Trains and assists in directing job coaches to support transition programming.
- (7) Consults with the Director of ESE as needed.
- (8) Participates in the IEP process and other meetings as appropriate.
- (9) Review, collect and submit data as requested.

Transition Specialist (Continued)

- (10) Evaluate and monitor programs serving students at transition age.
- (11) Maintain records of appropriate documentation.
- (12) Maintain compliance according to Florida Statutes.
- (13) Establish an effective communications system between district, parents, staff, students and outside agencies.
- (14) Prepare or oversee budget for the transition program.
- (15) Perform other incidental tasks consistent with the goals and objectives of this position.
- (16) Participate in professional development trainings.
- (17) Ability to work in a constant state of alertness and safe manner.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement Code 1

Lane

DOE Job Code

Revised Board Approval 05/14/2019