

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.

REPORTS TO:

Director, Exceptional Student Education and Student Services

JOB GOAL

To assist students with disabilities in acquiring life skills to become a contributing person in their community.

SUPERVISES:

None

PERFORMANCE RESPONSIBILITIES:

- * (1) Develop jobs for students through employer contacts.
- * (2) Act as a liaison between school system, students, and families and service agencies.
- * (3) Attend Transition IEP meetings for students 16 years of age and older, as appropriate.
- * (4) Stay informed on latest regulations for transition from state and federal regulations.
- * (5) Inform Exceptional Student Education (ESE) staff and teachers of transition requirements.
- * (6) Inform parents of services and post-school opportunities that are available to them as well as to their children.
- * (7) Coordinate job coach and job training activities at secondary schools.
- * (8) Assist students with completing paperwork for independent assistance, including job applications, SSI applications, etc.
- * (9) Participate in professional development trainings.

Transition Specialist (Continued)

- * (10) Monitor and evaluate student progress and performance at the job site.
- * (11) Communicate and work with employers, fellow employees, and teachers to facilitate employment for students.
- * (12) Maintain confidentiality regarding student information.
- * (13) Perform other tasks consistent with the goals and objectives of this position, as assigned by the Director of ESE and Student Services.
- * (14) 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.

*Essential Performance Responsibilities

Job Description Supplement Code 1

Revised Board Approval 04/11/2017