

<b>Job Title:</b>	Transition Mentor Teacher
<b>Grade Level/Terms of Employment:</b>	Teacher Contract/ 11 months
<b>FLSA Status:</b>	Exempt
<b>Work Location:</b>	Assigned High School
<b>Immediate Supervisor:</b>	Coordinator for Systems & Processes, Exceptional Education

### **General Description:**

The Transition Mentor Teacher assists with planning, developing, and coordinating transition services for students as they leave high school, including instruction, guidance, training, and coaching. This critical work ensures students' access to vocational, educational, and employment opportunities in addition to developing independent living skills that will facilitate successful transition to adult life after school.

### **Essential Duties and Responsibilities:**

- Identifies and develops strategies to assist school staff in the areas of transition planning, service provision, and compliance
- Assists teachers and other staff in implementing the Transition IEP process
- Works collaboratively with Exceptional Education case managers to ensure that all vocational/ transition assessments and inventories are completed and included as a part of students' IEP
- Conducts transition-related activities and workshops for students, families, and community partners to ensure a continuum of transition services and resources are available
- Work collaboratively with Career and Technology Education (CTE) to ensure it is the first consideration and least restrictive environment for students with disabilities when considering vocational courses and activities
- Organizes and schedules student and job coach assignments and transportation to and from work-based learning experiences
- Meets with employers/employees at non-paid, work-based learning sites prior to placing students to establish a meaningful learning format, assessment process, collaborative support system
- Records, collects, and analyzes performance data on work-based learning sites to make data-driven decisions regarding instruction, re-teaching, support, and task analysis, and job related behaviors
- Assists in completing State Performance Plan Reports for Indicators 13 and 14
- Serves as primary instructor for the Education for Employment Course (Adapted Curriculum only)
- Performs other duties as assigned

### **Qualifications:**

- Bachelor's Degree required; Master's Degree in vocational education, special education, and/or rehabilitation counseling preferred
- Licensed to teach in the Commonwealth of Virginia and/or eligible for licensure in Special Education
- Minimum of 3 years of experience in providing transition services for students with disabilities
- Understanding of transition law, transition service requirements, and implementation strategies
- Knowledge of and practice in developing transition IEPs to include formal and informal age-appropriate transition assessments for individual student's post-secondary goal development
- Experience delivering professional development to adults

- Knowledge and experience in data collection
- Ability to work with families, teachers, administrators, agencies, businesses, and other community partners to help promote successful transition of students with disabilities to post-secondary programs and services
- Experience with computers to include Microsoft Word, Excel, PowerPoint, Publisher, Internet/Intranet, and email applications
- Bilingual/fluency in Spanish preferred