

FLAGLER COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

TRANSITION SPECIALIST

QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited college or university; Master's Degree in related field highly preferred.
- (2) Certification in Exceptional Student Education, Guidance, & Counseling or School Psychology.
- (3) Minimum of four years teaching experience in Exceptional Student Education, or two years teaching experience in transition planning and /or youth employment.
- (4) Valid Florida driver's license.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of current trends and research in exceptional student education, related to exceptional education transition, work-based learning, vocation and employment; rules, regulations, statutes, policies, special programs, and procedures affecting students with disabilities on a federal, State, or local level. Demonstrated good organizational, written and verbal communication skills and the ability to facilitate the team decision making process. Ability to demonstrate/support appropriate use and practical applications of transition programming, job placement and vocational strategies. Knowledge of exceptional student education programs and services that pertain to Transition. Ability to work cooperatively and collaboratively with colleagues, multidisciplinary teams, community partners, adult agencies and follow state and district guidelines.

REPORT TO:

Director of Exceptional Student Education

JOB GOAL

To coordinate services and required transition documentation for students, parents, and staff in the areas of vocational/employment skill development, and when appropriate, employment placement for students.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

1. Facilitate transition-related educational planning conferences and staffing(s) as the designee for the Director of Exceptional Education.
2. Confer with school administrators and instructional personnel regarding Transition-related Exceptional Education policies and procedures.
3. Facilitate/support transition program(s) for student with disabilities that focus on vocational and career planning.
4. Provides transition program staff and other identified staff with the resources needed to develop and carry out effective transition plans.
5. Train and provide professional learning for Transition Staff (ESE teachers, job coaches, employment specialist) to support comprehensive transition programming.
6. Monitor and evaluate ESE programs serving students at transition age.

Transition Specialist *continued*

7. Support the provision of job placement services to transition students based on strengths, abilities, and interests as determined by transition assessments, interest inventories, performance at community-based work sites and within the school district.
8. Support staff in assisting students in the acquisition of basic employment skills.
9. Serves as a liaison between community transition agencies and staff.
10. Establish an effective communication system between district, parents, staff, students and outside agencies.
11. Gather and review records, data and other appropriate transition documentation including work-based learning experiences to make data driven decisions regarding instruction, support and site assignments.
12. Maintains compliance according to Florida Statutes.
13. Consult with and assist the Director of ESE as needed including assisting with the transition program budget.
14. Perform other incidental tasks consistent with the goals and objectives of this position.

*All of the above are essential performance responsibilities.

PHYSICAL REQUIREMENTS:

Moderate work: Exerting up to 50 pounds of force occasionally and/or up to 100 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. Continued employment will be based on grant continuation.

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: 8

Salary Lane: Instructional IC8

Approved 10/19/2021