

**Middletown Township Board of Education
Middletown, New Jersey 07748**

JOB DESCRIPTION

Title: Transition Specialist

Qualifications: Valid New Jersey certification as Teacher of the Handicapped or Teacher of Students with Disabilities (preferred) or Educational Services certification (School Psychologist, School Social Worker, LDT-C)

Work-Based Learning (formerly Structured Learning Experiences) certification preferred or willingness to train

Knowledge of special education laws and regulations

Knowledge in transition planning and development of post-secondary goals

Knowledge of laws and regulations applicable to the placement of students in Work-Based Learning

Experience with participation in IEP meetings

Effective skills of problem solving, communications, organization, documentation, and interpersonal relations

Required criminal history background check and proof of U.S. citizenship or legal resident alien status

Reports To: Director of Special Education

Job Goals: To work in conjunction with Case Managers, as part of the Child Study Team, to coordinate Transition needs for students, including counseling services, adult service providers, post-secondary education/training opportunities, and community support.

Performance Responsibilities: Work directly with Central Office administrators, school leaders, staff, parents, and students to:

1. Consult with IEP teams about the development of students' individual transition goals/objectives
2. Assist Work-Based Learning Coordinator with organizing nursing services, transportation, job coaches, and other needs for Work-Based Learning
3. Schedule paraprofessionals for Work-Based Learning
4. Arrange job coach training for paraprofessionals

5. Manage/coordinate job-coaching paraprofessionals
6. Facilitate individual meetings with parents, students, and case managers as appropriate to discuss transition topics such as guardianship, DDD or DVRS services, and other post-secondary plans/services
7. Conduct transition/vocational testing/assessments with students
8. Provide parent presentations and professional development about transition services
9. Link parents to appropriate agencies and transition resources
10. Identify, establish, and maintain relationships with community agencies and businesses for possible employment opportunities
11. Meet with local agencies and obtain information on transition services and supports
12. Attend interagency transition meetings
13. Coordinate development of career awareness and exploration activities with guidance department
14. Collaborate with guidance counselors for student participation in career, job, college, transition
15. Seek information on available grants for transportation/transition programs; write and submit grants
16. Consult with teachers on implementation of transition goals/objectives
17. Perform all other tasks and duties as designated by the Director of Special Education and building administrators

Terms of Employment: Ten-month year
Salary and benefits per MTEA Collective Bargaining Agreement

Evaluation: Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy and State statute

Approved By: Board of Education

Date: