

Job Title: Transition Center Coordinator

Reports to: Superintendent

Dept./School: Special Programs

Primary Purpose:

The Transition Center Coordinator will coordinate the district's transition services including vocational training, employment, advocacy, and arts/social recreation for students and adults with severe intellectual and related disabilities in order for them to build relationships, realize future career paths, and seek independence and community integration. The Director will also collaborate with District staff and community members to provide vocational educational and enrichment opportunities for student and adult learners.

Qualifications:

1. Possess Mid-Management certification
2. Have at least three years experience as a campus principal
3. Have practical and working knowledge of special education programs
4. Be knowledgeable about curriculum and instructional strategies for adult and special education learners

Have strong, organizational, communication, interpersonal skills

Major Responsibilities and Duties:

- Implement procedures and coordinate the process to identify student/adult education courses based on interests and needs assessments.
- Assist instructors with the development and revision of appropriate course curriculum.
- Assist with the development of curriculum that will enable the students/adults to obtain meaningful employment in today's workforce.
- Assist with curriculum development of high school equivalency requirements in compliance with state laws.
- Assume responsibility for the administration and scoring of tests and examinations and grade reporting for all courses carrying academic credit or leading to a diploma or certificate.
- Plan and implement promotion and public relations programs to publicize the student/adult and community-education programs.

- Oversee the enrollment of students.
- Develop and conduct or arrange for staff development sessions, including sessions on delivery of instruction and methods of instruction of students/adults.
- Develop and coordinate a continuing evaluation of programs and implement changes based on the findings.
- Administer the student/adult and community-education budget and ensure that programs are cost-effective and that funds are managed appropriately.

Comply with policies established by federal and state law, State Board of Education rules, and the local board policy.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Signature

Date
