

**Job Title:** Transition Specialist

**Exemption Status/Test:** Exempt/Professional

**Reports to:** Director of Special Education

**Date Revised:** April 16, 2021

**Dept./School:** Special Education

## Primary Purpose:

Design and deliver transition services, which are defined as a coordinated set of activities within a results-oriented process focused on improving the academic and functional achievement of students with disabilities to facilitate their movement from school to post-school activities.

## Qualifications:

### Education/Certification:

Bachelor's degree from accredited university  
Valid Texas teaching certificate in special education

### Special Knowledge/Skills:

Knowledge of special needs of students in assigned area  
Knowledge of Admission, Review, and Dismissal (ARD) Committee process and Individual Education Plan (IEP) goal setting process and implementation  
Knowledge of how to adapt curriculum and instruction for special needs  
Effective communication skills  
Knowledge of state and federal regulations related to transition services

### Experience:

3 years teaching experience in special education  
Experience at secondary level and in the areas of transition services/18+ programs preferred

## Major Responsibilities and Duties:

### Compliance

Ensure transition services are designed and delivered in compliance with state and federal regulations including State Performance Plan Indicator 13 (SPP13).

Collect accurate data as it relates to SPP13 within timelines for submission to the Texas Education Agency.

Assure compliance with federal and state rules and regulations regarding: employment, child labor, wage and hour requirements, vocational rehabilitation, special education, Vocational Adjustment Class/Program, and transition planning.

Initiate the Individual Transition Plan (ITP) process at the age determined by the Texas Education Agency (TEA) for assigned middle and high school students and complete all required initial and annual transition planning meetings within timelines.

## Transition Services/18+

For each student, develop and facilitate a coordinated set of activities based on the student's assessments, needs, strengths, preferences, and interests, linking the activities to the student's current and post-secondary goals.

Meet with age appropriate students and their parents each year to develop or review outcomes in the areas of education, community involvement, employment, and daily living.

Facilitate appropriate involvement in the child's transition by the child's parent and other persons invited to participate in ARD meetings.

Facilitate student involvement in the transition to life outside the public school system.

Provide opportunities for student to develop self-determination and self-advocacy skills.

Train students in appropriate work-related attitudes, habits, and behavior, dress, communication and travel skills necessary to obtain and maintain employment.

Provide on-the-job support determined by the needs of the employed student and employers.

Provide direct classroom instruction to low incidence populations using concrete, hands on materials to develop job seeking, work productivity and job maintenance skills for students.

Transport students to/from transition activities within and outside of district boundaries as needed and in compliance with district policies and procedures.

Monitor progress of students' mastery of Individualized Education Plan (IEP) goals and objectives that are aligned to post-secondary transition plan goals.

Participate in Admission, Review, Dismissal (ARD) meetings.

Attend training related to the design and delivery of compliant transition services.

Participate in the development and presentation of local training as deemed appropriate by supervisor.

## Collaboration

Establish and maintain collaborative relationships with community and agency representatives to facilitate post-secondary transition requirements and opportunities for student and families.

Facilitate student referrals to outside sources and agencies as needed and appropriate for the student.

Coordinate transition activities with state agencies for students as needed and appropriate.

Demonstrate parental involvement in the development, implementation, and mastery of current and post-school academic/vocational goals and expected outcomes.  
Assure explanation and dissemination of reports, fliers, brochures, guides and all other relevant materials to students, parents, and staff as appropriate and in keeping with distribution guidelines.

Consult with school administrators, faculty, and other personnel relative to the curricular offering which meets the abilities, interests, and needs of students.

Establish and maintain open communication by conducting conferences with parents, students, principals, and teachers.

### **Other**

Maintain professional relationships with parents, students, and colleagues.

Compile, maintain and file all physical and computerized reports, records, and other documents required.

Attend and participate in faculty meetings and serve on staff committees as required.

Demonstrate professional, ethical, and responsible behavior.

Perform all other duties as assigned.

### **Supervisory Responsibilities:**

Direct the work of instructional aide(s).

### **Mental Demands/Physical Demands/ Environmental Demands:**

**Tools/Equipment Used:** Standard office equipment including personal computer and peripherals

**Posture:** Prolonged standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting

**Motion:** Frequent walking

**Lifting:** May require regular heavy lifting (45 pounds or more) and positioning of students with physical disabilities, control behavior through physical restraint, assist nonambulatory students, and lift and move adaptive and other classroom equipment; may work prolonged or irregular hours

**Environment:** Exposure to biological hazards

**Mental Demands:** Maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_

Date \_\_\_\_\_

**Argyle ISD**

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Received by \_\_\_\_\_

Date \_\_\_\_\_