



Job Description

Updated 3/13/24

Job Posting Announcement – Certified Special Education Transition Coordinator

About CITY Center for Collaborative Learning

CITY Center for Collaborative Learning designs, implements, and advances innovations in teaching and learning that transform the lives of young people and their educators. The Tucson-based nonprofit offers professional development and community engagement experiences for educators and education advocates, while leading three small secondary schools that serve as demonstration sites.

Special Education Transition Coordinator

We are seeking an ESS Transition Coordinator who is highly qualified, innovative, enthusiastic, and looking for the opportunity to prepare students for a successful future. CITY Center for Collaborative Learning is committed to helping all students develop skills in the areas of personal-social growth, educational planning, and career and vocational development. The Transition Coordinator works closely with the Internship, College, and Career Coordinator; assists students with disabilities and their families in obtaining services necessary to transition from high school to a post-secondary setting; and supports ongoing organizational college and career efforts.

RESPONSIBILITIES AND DUTIES:

1. Provide direct instruction in a fully inclusive learning environment to meet students' individual transition needs.
2. Develop curriculum, design and implement lesson plans, and assess student processes.
3. Effectively communicate with staff, students, and parents regarding student needs, progress, and resources.
4. Coordinate transition activities for college, career, and community readiness for grades 6-12
5. Manage IEPs for assigned caseload; coordinates and facilitates IEP meetings, writes IEPs, and communicates with general education teachers and support staff.
6. Facilitate referral, application, and eligibility process for students and families to adult service providers.
7. Assist with alignment of the transition continuum of services at the secondary level.
8. Embrace and integrate diversity, equity, and inclusionary practices
9. Performs other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED:

1. Valid special education teacher certification
2. Bachelor's degree (or higher) required
3. Understanding of disability areas under IDEA.
4. Knowledge of how disabilities impact an individual's ability to function in the post-secondary setting.

5. Knowledge of state and federal laws/regulations that protect individuals with disabilities in education, employment and community.
6. Knowledge of state and district policies and procedures under IDEA.
7. Demonstrated success as a collaborative professional
8. Strong organizational and communication skills
9. Skill in establishing and maintaining effective working relationships with others.

Job Type: Full time

Salary: Competitive Salary starting at \$52,000

Benefits: Competitive health insurance benefits; Arizona State Retirement System participation

Work Year: Based on the approved school-year calendar, approximately August 1-June 1

Location: Downtown Tucson, AZ

Website link: <https://www.cityhighschool.org/about-us/hiring>

Search is open and ongoing until the position is filled. Immediate start date.

CITY Center for Collaborative Learning seeks to have a teaching staff that reflects the diversity of its student population.

Minority and bilingual candidates are encouraged to apply.

Job Type: Full-time