

**Wentzville R-IV School District**  
**Position Description**  
**Locator: 2.12**

**Position Title:** Transition Specialist

**Reports To:** Principal/Assistant Superintendent for Special Services

**SUMMARY**

Facilitate the implementation of a seamless system of transition from high school to post school activities for students with disabilities. This system is essential for all students with disabilities to ensure that they are prepared for post secondary education, employment and independent living.

**QUALIFICATIONS/REQUIREMENTS**

An appropriate Missouri teaching certificate in special education; Masters Degree (MA) preferred; 2 years teaching experience; strong interpersonal skills necessary to coordinate the professional efforts of co-workers within the department and administrators within the school building and district.

**ESSENTIAL JOB DUTIES**

- Assist teachers at the high school and middle school in meeting the transition service requirements of IDEA.
- Provide training, support and resource materials on the transition process for staff, students and the families.
- Coordinate the Transition Outcomes Project.
- Monitor transition programming for compliance by reviewing every transition IEP as it pertains to the TOPS Checklist.
- Input the data from the TOPS Reviews.
- Report findings from the TOPS Project
- Facilitate the process of setting target goals/timelines, setting priorities and brainstorming strategies.
- Facilitate and oversee the implementation and follow up of the TOPS Project.
- Report yearly progress of the TOPS Project.
- Assist teachers in the development of transition assessment plans and assist in the 3-yr re-evaluation process.
- Assist teachers making the necessary linkages to outside agencies for their caseload students.
- Develop procedures and guides for high school and middle school teachers on the major topics in transition.
- Perform other related duties as assigned.

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**Page 2**

**OTHER DUTIES AND RESPONSIBILITIES**

Performs other appropriate school-related duties as assigned.

**ADA COMPLIANCE**

The essential functions contained in this Job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The additional duties and responsibilities listed are performed by the individuals currently holding this position and additional duties may be assigned when appropriate.

**TERMS OF EMPLOYMENT**

Salary and work year to be in accordance with the current salary schedule and District Policies. Days employed in excess of the established work calendar shall be payable at the employee's regular daily rate.

**EVALUATION**

Performance in this position will be evaluated annually in accordance with the provisions of District Policy on evaluation of instructional staff.