

**JOB DESCRIPTION**  
**Job Title: Transition Coach**

**Job Summary:**

The Transition and Employment Coach supports students with disabilities, ages 14–21, in preparing for post-secondary employment, independent living, and further education. This position coordinates community-based experiences, facilitates job readiness training, and collaborates with educators, families, and external agencies to help students achieve their transition goals as outlined in their Individualized Education Programs (IEPs).

**Reports to:** Director of Special Education or Designee

**Minimum Qualifications:**

- Bachelor's degree in education, human services, rehabilitation, or related field.
- Experience working with students with disabilities in educational or community based settings.
- Knowledge of transition planning, IEP development, and employment readiness skills.
- Strong interpersonal, communication, and organizational skills.
- Ability to work collaboratively with educators, families, community partners, and students.

**Preferred Qualifications:**

- Experience in special education, particularly in transition services or job development roles.
- Familiarity with state and federal regulations related to secondary transition and IDEA.
- Experience coordinating with outside agencies to support students with disabilities.

**Salary:** TCS Certified Teacher Salary Schedule (commensurate with degrees, certifications, and experience)

**Contract Length:** 9 months/187 days

**Key Responsibilities:**

- Facilitate job shadowing, career exploration, community tours, and work-based learning experiences that align with students' transition goals.
- Support students and teachers at various community work sites, ensuring alignment with program guidelines and student needs.
- Collaborate with instructional staff to monitor and support students' academic, personal, and

career goals.

- Develop and maintain transition-related materials, resources, and instructional tools to enhance student learning and engagement.
- Provide professional development for school staff and families.
- Serve as a liaison between the school district and local/state agencies (e.g., Vocational Rehabilitation, Department of Labor, etc.) to support student development and access to services.
- Assist in the development and implementation of transition plans as part of the IEP process.
- Promote student self-advocacy, communication, and workplace readiness skills through coaching and instruction.
- Maintain accurate records of student progress, work hours, and agency communication.
- Monitor State Performance Plan Indicator 13 checklist to ensure compliance.
- Participate in professional learning and stay informed on current transition policies and best practices.
- Other duties as assigned

Board Approved: July 21, 2025