Secondary Transition Specialist

Purpose Statement

The Secondary Transition Specialist is responsible for coordinating comprehensive transition services for students with disabilities with an Individualized Education Plan (IEP) as they prepare for postsecondary education, employment, and independent living. Core responsibilities include collaboration with special education staff, developing instructional resources for career exploration, assessment, and occupational direction, providing assistance, and referring individuals to community agencies to promote successful post-school outcomes. The Secondary Transition Specialist will oversee the implementation of and ensure compliance with the California Department of Education WorkAbility I (WAI) grant and the Department of Rehabilitation (DOR) Transition Partnership Program (TPP) contract.

Essential Functions

- Support transition programs and services for students with an IEP in grades 7-12, and Adult Transition.
- Collaborate with special education teachers and support staff on transition curriculum and program needs.
- Assist in organizing transition education opportunities for staff and parents.
- Facilitate linkages with case managers, students, parents, business/industry, postsecondary institutions, and community organizations to support the transition to employment and postsecondary education.
- Direct the delivery of an array of services as outlined in the WAI grant to district special education students.
- Coordinate the delivery of DOR Student Services as outlined in the Scope of Work in the TPP contract to students who meet the eligibility requirements.
- Initiate and maintain ongoing relationships with employment partners to develop work experience opportunities for students with exceptional needs.
- Oversee WAI and TPP student subsidized work experiences including job development, maintaining required student employment paperwork, and monitoring of placement.
- Prepare monthly payroll forms for students participating in work experience.
- Plan and coordinate field trips to regional postsecondary institutions and worksites to promote student exploration and postsecondary planning.
- Facilitate meetings with students and the Department of Rehabilitation.
- Directs and oversees daily activities of WorkAbility Placement Specialist
- Monitor and track student transition activities as required by the WAI grant and TPP contract
- Participate in a variety of meetings and training as required by the WAI grant and TPP contract (e.g. inter-agency committees, employment networks, community groups, etc.) to convey and/or gather information required to perform the essential functions of the position.
- Prepare documentation and report data to the California Department of Education and the Department of Rehabilitation (DOR) to ensure compliance with the WAI grant and TPP contract including, monthly and quarterly program reporting, end-of-year package, and annual program requirement reports.
- Remain current on trends in transition services including the latest educational research findings, and bring successful practices to the District that promote successful post-high school outcomes.

Job Requirements & Skills

- Demonstrate knowledge of adolescent development and current trends in transition services.
- Demonstrate knowledge of career development and educational planning.
- Demonstrate knowledge of school systems and special education.

- Experience supervising and managing teams to meet program goals.
- Ability to build rapport with youth and engage them in planning processes and activities.
- Experience managing multiple projects and coordinating services.
- Ability to work collaboratively with school staff, students, and community partners and work as part of a team effort.
- Possess strong planning and organizational skills and the ability to manage multiple tasks.
- Possess strong public speaking and presentation skills.
- Ability to problem solve, analyze issues, create plans of action, and reach solutions.
- Communicate effectively orally and in writing using patience, respect, and self-confidence: establish and maintain effective working relationships with others.
- Ability and willingness to take initiative and responsibility, and to function in an organized manner with a minimum amount of supervision
- Ability to communicate effectively with the public and other community agencies and schools.
- Demonstrate effective conflict resolution skills and the ability to deal with situations in a positive manner.
- Ability to routinely gather, collate, and/or classify data.
- Ability to assess through evaluation by participants the effectiveness of planning process and program implementation and be responsive by modifying programs as needed.
- Ability to work with a significant diversity of individuals and/or groups under a wide variety of circumstances.
- Ability to use good judgment when reaching decisions and to take responsibility for decisions made.
- Possess integrity and tact when dealing with confidential information and sensitive situations.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget and/or financial guidelines. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to affect the Organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 50% sitting, 20% walking, and 30% standing. The job is performed under minimal temperature variations.

Experience:

A minimum of three years in a public or private secondary school

Certificates & Licenses:

Valid Driver's License

Education:

Bachelor's degree in education, counseling, social work, or related field.
Possession of a Pupil Personnel Services or Teaching Credential is highly desired.

Clearances:

DOJ/FBI Fingerprint Clearance
TB Clearance

Additional Qualifications

Ability to travel to other sites/locations

Supervision

Executive Director of Student Services

Required Testing

Successful Completion of Pre-Employment Process

Continuing Education/ Training

Training attendance at workshops as appropriate

Salary Grade

Classified Management Range 05A

Work Year

192 Days