



### **Job Description**

Transition Coordinator for Special Education - Ed Tech III position

Full time position (37.5 hours per week for 180 teacher days)

### **Accountability**

The Transition Coordinator takes daily guidance and task direction from the Director of Student Support.

### **Job Requirements**

1. Ability to operate as a team member
2. Ability to adapt to the demands of special education programming
3. Ability to instruct students one-on-one and in small groups for specific programming tasks
4. Ability to interact and support adolescents in a professional manner
5. Ability to support colleagues in professional development related to vocational training
5. Strong organizational, communication, and group process skills
6. Ability to maintain confidentiality

### **Performance Responsibilities**

Tasks for this position include but are not limited to:

- Interview and assess students in the identification of job and career needs, aptitudes, interests and abilities to determine appropriate vocational and career goals and objectives; assist students in establishing, developing, pursuing and meeting vocational and career goals, complete transition assessments to inform postsecondary goals
- Perform a variety of duties in support of employment placement and development of identified students to enhance school to career transition; refer students to potential employers according to needs, interests and abilities; monitor, assess and adjust activities to meet student needs, work to develop, coordinate, and arrange job shadows with students and employers
- Draft, monitor and assess Extended Learning Opportunities (ELOs) for students, both individual and small group
- Work to develop an employer base for identified students; may be done in collaboration with SMCC, JMG, VR, or other organizations
- Evaluate jobs at work sites by observing workers, job coaches, and conferring with supervisors; assess skills and duties required for various employment opportunities and assure student referrals are aligned with requirements; provide employers and job coaches with strategies for modifying job tasks to meet student needs
- Maintain necessary documentation to support student/programming needs
- Transport students, as needed
- Notify case manager of pertinent issues and concerns; support connections with VR and other agencies in collaboration with the student's special education case manager and family
- Support other needs of the special education department as assigned by the Director of Student Support

## Qualifications

- Previous experience working with adolescents in an educational setting
- Maintain a valid Educational Technician III authorization from the State of Maine
- A valid Maine driver's license

## To apply, please submit the following:

- Letter of interest
- Current resume
- Completed application form (available for download [here](#))
- Three letters of reference, including contact information for each individual
- Copies of all post-secondary transcripts
  - Unofficial/student-issued transcripts are acceptable for initial application; official transcripts may be requested later.
- Evidence of a current criminal history records check (CHRC) certificate, required by state law

All materials should be submitted electronically to [lisa.estabrook@thorntonacademy.org](mailto:lisa.estabrook@thorntonacademy.org).

If electronic submission is not possible, papers may be mailed via USPS to:

Lisa Estabrook  
Thornton Academy  
438 Main Street  
Saco, ME 04072

*The Thornton Academy Board of Trustees has adopted a **non-discrimination policy**. Thornton Academy considers all applicants without regard to race, age, color, ancestry or national origin, religion, gender, gender identification, sexual orientation, physical or mental disability, marital, veteran, or any other legally protected status.*