

Attachment C-2

Title: Special Education Teacher / Transition Coordinator

Qualifications:

1. Required: New Jersey Department of Education (NJDOE) Teacher of Students with Disabilities (TOSD) or Teacher of the Handicapped certification.
2. Preferred: OSHA Certification (or willingness to obtain).

Position Summary

The Special Education Teacher / Transition Coordinator supports students with disabilities in developing academic, functional, vocational, and independent living skills aligned with their Individualized Education Programs (IEPs). This position also coordinates transition planning, community-based instruction, and work-based learning experiences to prepare students for post-secondary education, employment, and adult life.

Reports To: Director of Special Services / Building Principal

Instructional Responsibilities

- Teach and implement coursework related to career readiness, employability skills, workplace behaviors, job exploration, and vocational experiences.
- Provide instruction in functional academics, independent living skills, travel training, self-advocacy, and community participation.
- Differentiate instruction to meet diverse learning needs, abilities, and student profiles.
- Conduct ongoing assessments and maintain accurate progress-monitoring documentation.
- Implement IEP goals and objectives in accordance with NJDOE regulations and district policies.

Transition Coordinator Responsibilities

- Coordinate and facilitate transition planning as part of the IEP process for students aged 14 and older, in compliance with IDEA and NJDOE requirements.
- Develop measurable post-secondary goals related to employment, education/training, and independent living.
- Conduct and interpret appropriate transition assessments to guide programming and services.
- Collaborate with case managers and IEP teams to develop transition plans, activities, and

services.

- Monitor implementation of transition services and maintain required compliance documentation.
- Work closely with high school administrators, teachers, guidance counselors, and related service providers to support transition programming.

Work-Based Learning & Vocational Coordination

- Develop and maintain community partnerships and job sites for student work experiences and vocational placements.
- Coordinate job sampling, job shadowing, volunteer experiences, and supported employment opportunities.
- Maintain required records related to vocational experiences, student participation, and employer contacts.
- Accompany students in community-based settings, including travel to off-site locations, standing, walking, and supervising work crews.
- Facilitate access to community-based learning opportunities and vocational training sites.
- Provide real-world learning experiences such as job sampling, shopping, and navigating community environments.

Collaboration & Family Engagement

- Coordinate with outside agencies including Vocational Rehabilitation, DDD, DVRS, adult service providers, colleges, employment agencies, and community organizations.
- Facilitate transition meetings with students and families regarding post-secondary planning.
- Maintain productive working relationships with staff, families, business partners, and community members.
- Communicate effectively and professionally while managing multiple tasks and priorities.

Additional Requirements

- Strong understanding of NJDOE special education regulations, IDEA, and transition mandates.
- Ability to collect, analyze, and use data to inform instruction and transition planning.
- Commitment to fostering independence, self-advocacy, and meaningful post-secondary outcomes for students.