

JOB DESCRIPTION
Transition Coordinator
Page 2

3. Foster collegiality and team building among staff; encourage their active involvement in the decision-making process.
4. Communicate and promote expectation for high-level performance from staff and students; hold staff and students accountable for high performance; recognize excellence and achievement.
5. Articulate a clear direction for all students and staff; articulate a positive image of the school district and school district personnel.
6. Receive in-depth training on transition.
7. Attend all transition trainings in area/state as appropriate.
8. Keep other teachers informed of changes/new programs/trainings/transition summits/conferences.
9. Initiate and lead local transition team or become a part of existing local team.
10. Communicate frequently with area transition consultant.
11. Ensure transition planning is being done correctly for students.
12. Maintain relationships/partnerships with agencies.
13. Ensure agency linkages are made as appropriate.
14. Inform local transition consultant of all transition programs and practices in district.
15. Work within the community to establish and maintain work opportunities (both paid and unpaid) for secondary students.
16. Work within the community to establish and maintain relationships/partnerships with employers/businesses/industry.
17. Work with administration and teachers within the school district to implement a structured work experience program for students with disabilities.
18. Work with secondary students to assess career interests and preferences on an ongoing basis and match them to work experiences (paid and unpaid) within the community.
19. Work with secondary students at their community settings and assist them in maintaining success on the job.
20. Assess the accomplishments and needs of students on a regular basis and provide progress reports as required.

JOB DESCRIPTION
Transition Coordinator
Page 3

21. Make provision for being available to students and parents for education-related purposes outside the instructional day when required or requested to do so under reasonable terms.
22. Provide information on a variety of agency services to students, parents, and teachers by working with teachers and transition consultant to hold transition fairs, agency fests, etc.
23. Develop a communication network between community agencies, business and industry, schools, and parents.
24. Arrange transportation for work evaluations, job interviews and agency appointments, if necessary.
25. Participate in the development of individual education plans (IEPs) for students in the work experience program. Periodically review the progress of each student in the program and report that progress.
26. Prepare reports for the program.
27. Collect and record data on each student.
28. Maintain accurate, complete, and correct records as required by law, district policy, and administrative regulation.
29. Demonstrate effective human relations and communication skills.
30. Work with teachers and transition consultant and others to provide informative sessions on various topics such as, transition process, post-secondary options, financial assistance, etc.
31. Ensure the summary of performance (SOP) is completed with student participation and copy is given to the student.
32. Perform other duties as assigned by the director of special services.

WORKING CONDITIONS:

Mental Demands:

Ability to communicate effectively (verbally and written); interpret policy, procedures, and data; coordinate district functions; maintain emotional control under stress; maintain a clear focus on customer service; ability to manage others in a non-coercive manner

Physical Demands:

Occasional district and state-wide travel; frequent prolonged and irregular hours; ability to lift and carry 50 lbs.

JOB DESCRIPTION
Transition Coordinator
Page 4

Date Adopted: October 18, 2016
Last Revised:

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

Employee

Date

Supervisor

Date