

SCHOOL DISTRICT OF FLAGLER COUNTY

JOB DESCRIPTION

TRANSITION COORDINATOR

QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited college or university; Master's Degree or higher preferred
- (2) Certification in Education Leadership, School Principal or Doctorate in Education or related field and certified in at least one area of exceptional student education
- (3) Minimum of three (3) years' experience in transition planning, youth employment and/or vocational training of students with disabilities
- (4) Valid Florida driver's license.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of current trends and research in exceptional student education, related to exceptional education transition, vocation and employment; rules, regulations, statutes, policies, special programs, and procedures affecting students with disabilities on a federal, State, or local level. Demonstrated written and oral communication skills. Knowledge of job placement and career strategies. Ability to demonstrate/supervise appropriate use and practical applications of career assessments. Knowledge of exceptional student education programs and services that pertain to Transition. Ability to work cooperatively and collaboratively with colleagues, agencies and follow state and district guidelines.

REPORTS TO:

Director of Exceptional Student Education

JOB GOAL

To provide leadership in coordinating services and resources for students, parents, and staff in the areas of vocational evaluation, transition planning, employment skills, development, and when appropriate, employment placement for students.

SUPERVISES:

Job Coach, Employment Specialist, ESE Teacher, and other assigned personnel.

PERFORMANCE RESPONSIBILITIES:

1. Facilitates/Supervisees vocational counseling and assists in student career and transition planning.
2. Provides staff with the resources needed to develop and carry out effective transition plans.
3. Supervises staff in assisting students in the acquisition of basic employment skills.
4. Supervises the provision of job placement services to students based on educational need, IPE and IEP goals, at job sites in the community and within the school district.
5. Serves as a liaison between community transition agencies and staff.
6. Trains and assists in directing job coaches to support transition programming.
7. Consults with and assists the Director of ESE as needed.
8. Participates in the IEP process and other meetings as appropriate.
9. Review, collect, and submit data as requested.
10. Evaluate and monitor programs serving students at transition age.
11. Maintain records of appropriate documentation.
12. Maintains compliance according to Florida Statutes.
13. Establish an effective communication system between district, parents, staff, students and outside agencies.
14. Prepare or oversee budget for the transition program
15. Perform other incidental tasks consistent with the goals and objectives of this position.

TECHNOLOGY ACCESS:

Student demographics, Skyward, Enrich/Excent

PHYSICAL REQUIREMENTS:

Moderate work: Exerting up to 50 pounds of force occasionally and/or up to 100 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District. Continued employment will be based on grant continuation.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*All of the above are essential performance responsibilities.

Salary Code: PALE