

Job Description

TITLE: Transition Facilitator

Qualifications: Valid Type A LA Teaching Certificate with endorsement in Special Education

Superordinate: Director of Special Education
Superintendent or Designee

Performance Responsibilities

1. Coordinates school transition services through working with students and their families, agencies, trainers and teachers to plan and implement the vocational/transition goals and objectives on the Individualized Education Plan (IEP).
2. Assists Special Education teachers with IEP writing and transition planning for special education students and attend IEP meetings with transition planning as part of the IEP process.
3. Seeks and secure community based/school site training opportunities which are functional, provide practical skills, that are related to adult outcomes, and are chronologically age appropriate for students.
4. Coordinates with school's special education teacher to adjust class schedule to meet job/training placement hours for working.
5. Assists students in completing job applications and upon completion take them on placement interviews.
6. Assists hired students with necessary paperwork such as work permits, W-4 forms, acquiring picture ID, social security cards, etc.
7. Accompanies students on first day of training/work placement and determine if further assistance is needed.
8. Makes weekly site contacts with job supervisor to ascertain progress and grade.
9. Conference with students, special education teachers, and parents concerning student's progress.
10. Collects monthly evaluation reports of students' performance from job supervisor.
11. Completes necessary paperwork and route monthly report on students' placement and work performance to special education teacher.
12. Be available to job supervisor to facilitate interventions of problems or concerns that may arise.
13. Sets up bus schedule for transportation and contacts bus driver when there is a change. Confers with bus driver on a weekly basis as needed for any problems that may arise concerning students.
14. Monitors job site attendance and coordinates the changing of training site at least twice a year.
15. Conducts follow-up survey for high school graduates.

16. Assists in developing Inter-agency Agreement regarding transition services with appropriate agencies.
17. Attends regional and state meetings, which provides information on transition.
18. Assists with in-service trainings for Special Education staff, other school personnel, parents, and outside agencies.
19. Participates in professional growth activities.
20. Meets the Professional Growth requirements of Bulletin 1525.
21. Performs all other duties as assigned by the Superintendent.

The signature below indicates that the primary or secondary evaluator has reviewed this job description with the person whose signature appears in the employment signature space.

Employee Name (Print)

Employee Signature

Date

Immediate Supervisor

Date

Terms of Employment:

10 Months