

SCHOOL DISTRICT OF NEWBERRY COUNTY

JOB DESCRIPTION

TITLE: Transition Coordinator

FLSA: Exempt

GENERAL SUMMARY

Develops and facilitates services to ensure that disabled students make a successful transition from school to community and/or workplace settings and from student life to adult life. Reports to the Director of Special Services.

ESSENTIAL FUNCTIONS

Actively networks within business and industry associations and organizations to develop transition partnerships with the District.

Partners with businesses and industries to identify the entry-level skill requirements of various local employers.

Demonstrates the ability to assist with the interest and aptitude assessment of students with disabilities.

Is effective in the location and coordination of job placements for disabled students.

Ensures the management of students assigned to community based job sites by monitoring their performance.

Is effective in working with principals, teachers and the Director of the Career Center to coordinate an effective transition program for disabled students at all secondary schools and the Career Center.

Is successful in conferencing with parents regarding their support of the student's work program.

Demonstrates the ability to develop and coordinate in-service activities relative to the special needs curricula.

Is effective in collaborating with agencies to provide services to special needs students in the transition program.

Develops awareness materials for presentations regarding the transition program.

Conducts orientation sessions for businesses and industries; serves on business generated committees as requested.

Assists in the development and dissemination of informational literature for all stakeholders (students, parents, community members, teachers, counselors, administrators, and business and industry members).

Willingly performs other related duties as assigned or requested

JOB SPECIFICATIONS

Education and Experience:

Bachelor's degree in special education and experience as a classroom teacher; thorough knowledge of

businesses, housing, and other social resources within Newberry County; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

Knowledge:

Knowledge of the policies, procedures and activities of the school District which pertain to the specific duties and responsibilities of the position. Knowledge in the methods for developing relationships with outside resources to assist special education students in transition to work and adult life. Knowledge of the records, forms and reports which must be prepared and maintained. Knowledge of transition issues and strategies to support transition. Knowledge of proper maintenance of equipment, materials and supplies used in daily activities. Knowledge of counseling methods necessary for handling student academic and adjustment issues.

Skills/Effort:

Ability to utilize strategies for supporting student adjustment in a variety of situations. Ability to work with families of transition students in a supportive manner. Ability to make decisions in non-routine situations requiring good judgment. Ability to network and establish partnerships with businesses and industry associations within the community. Excellent written and verbal communications skills are required. Ability to keep abreast of current policies and procedures. Ability to establish and maintain effective working relationships with business representatives, students, teachers, parents and other individuals/groups with interest in the District.

Working Conditions:

A variety of environmental conditions both indoors and outdoors requiring exposure to heat, cold, rain, dusts, noise, fumes, etc. Physical demands are restricted to general office activities that require walking, standing, and the ability to complete light physical tasks. Requires the movement/lifting of items weighing up to fifty pounds. Requires the ability to work under a degree of stress related to duties that require constant attention and meeting tight deadlines. Duties of the job require frequent use of a computer monitor and related equipment. Local travel is required.

Responsibility:

No direct budgetary or supervisory responsibilities.

DISCLAIMER STATEMENT

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

SIGNATURES:

_____ Date: _____
_____ Date: _____
_____ Date: _____