

SAN LUIS VALLEY BOARD OF COOPERATIVE EDUCATIONAL SERVICES

JOB DESCRIPTION

POSITION TITLE:

Transition Specialist

DEPARTMENT/PROGRAM AREA: Special Education

IMMEDIATE SUPERVISOR: Director of Special Education

I. BASIC PURPOSE AND OBJECTIVES OF POSITION

The function of a Transition Coordinator is to provide knowledge, guidance, and assistance to students, teachers, families, and agencies for the successful transition from public school to adult life.

II. QUALIFICATIONS/STANDARDS FOR THE POSITION:

1. Shall possess the necessary license required by the Colorado Department of Education or be endorsed in the appropriate areas accepted by the Colorado Department of Education in lieu of such license.
2. Colorado Alternative Cooperative Education (ACE) Vocational Credential.
3. Teaching experience at the secondary level.
4. Knowledge of vocational assessments.
5. Experience as a coordinator.
6. Knowledge of transition and support needs.
7. Knowledge of agencies, community services, disabilities, labor laws and individual district procedures and programs.
8. Participate in all opportunities for professional growth and training offered by the BOCES.

III. SPECIFIC JOB DUTIES AND PERFORMANCE RESPONSIBILITIES:

1. Develop standard and transition practices across districts.
2. Collaborate with CDE and other districts.
3. Assist students in the development of post high school goals.
4. Provide a comprehensive vocational evaluation for students ages 14-21 as requested by teachers, administrators, parents or agencies.
5. Serve as a liaison between schools, families, and agencies for the purpose of interagency linkage and to facilitate the application process.
6. Develop and present in-services to provide current information concerning CDE's best practices, transition requirements on IEPs, and legislative updates on transition.
7. Develop and maintain resource information for staff and families.
8. Provide ongoing support to current programs.
9. Provide community experiences such as field trips and develop employment experiences such as job shadowing and on-the-job training.
10. Utilize resources of community colleges and universities to provide post high school educational opportunities for students and for staff.
11. Maintain library of resource material.
12. Conduct home visits as required and attend staffings as requested.

The SLV-BOCES is an equal opportunity educational institution and does not unlawfully discriminate on the basis of race, color, national origin, sex, or disability in admission or access to, or treatment or employment in its educational programs or activities which it operates.

- 13. Assist students and families in utilizing post-secondary options.
- 14. Complete other duties as may be assigned by the Director of Special Education.

III. SPECIFIC SKILLS AND OTHER POSITION REQUIREMENTS:

- 1. Self-Directed.
- 2. Possess problem-solving skills.
- 3. Positive team member.
- 4. Awareness of current services available.
- 5. Ability to overcome barriers to successful transition.
- 6. Knowledge of IDEA, ADA and current labor laws.
- 7. Knowledge of transition domains.
- 8. Ability to work with various groups.

IV. EVALUATION PROCEDURES:

The position will be evaluated according to the process defined in the SLV-BOCES' policy and procedural manual.

V. COMPENSATION/TERMS OF EMPLOYMENT:

Salary and benefits are determined by the SLV-BOCES' Board of Directors on an annual basis. The employee's contract will stipulate the terms of the agreement including the number of contract days, applicable benefits and position assignment.

VI. Your employment with San Luis Valley BOCES is at will. This means your employment is for an indefinite period of time and it is subject to termination by you or San Luis Valley BOCES, with or without cause, with or without notice, and at any time. Nothing in this policy or any other policy of San Luis Valley BOCES shall be interpreted to be in conflict with or to eliminate or modify in any way, the at-will employment status of San Luis Valley BOCES employees. The at-will employment status of an employee of San Luis Valley BOCES may be modified only in a written employment agreement with that employee which is signed by the President, or the Chairman of the Board of Directors, of San Luis Valley BOCES. By your signature below, you acknowledge your understanding that your employment with San Luis Valley BOCES is at will, and that nothing in this handbook is intended to constitute a contract of employment, express or implied.

READ AND REVIEWED BY EMPLOYEE ON: _____

Employee Signature

Supervisor Signature

Executive Director Approval

Date