

Mabank Independent School District

Job Description

Job Title: Transition Specialist

Reports to: Director of Special Programs

Employment Contract: Ten month contract; half-time

PRIMARY PURPOSE

Responsible for overseeing the district's Special Education Transition Program and ensuring compliance with federal and state requirements to provide guidance and support to special education students and their families as students transition from high school to employment, trade school, higher education and independent living.

QUALIFICATIONS

Education/Certification

Bachelor's degree from accredited university

Valid teaching certificate with Special Education EC-12 certification

Master's degree in education or related special education field preferred

Special Knowledge/Skills:

General knowledge of high school graduation requirements

Knowledge of federal and state regulations regarding Transition Planning

Understanding of Individuals with Disabilities Education Act; state and national transition resources

Ability to communicate effectively, verbal and written, in a variety of environments

MAJOR RESPONSIBILITIES AND DUTIES

- Audit records of special education students to determine transition documentation compliance
- Conduct vocational assessments
- Participate in the development of special education students' transition goals and objectives
- Participate in secondary students' Admission, Review and Dismissal committee meetings
- Conduct secondary students' Individual Transition Plan Meetings
- Coordinate with federal and state agencies concerning attendance at students' ITP meetings and the availability of supports and services to students post high school graduation

- Coordinate with secondary counselors and district curriculum coordinators to ensure participation of special education students in CTE, Dual Credit, and other post-secondary preparation programs to the greatest extent possible
- Network with local business and community leaders to gain knowledge of the job market in community and surrounding areas
- Collaborate with other service providers in building employability skills in students receiving transition services
- Maintain an active role in developing positive public relations between school and community
- Perform other related duties as assigned

PROFESSIONAL GROWTH AND DEVELOPMENT

- Maintain current knowledge of labor market trends and needs
- Participate in ongoing professional growth opportunities and attend trainings to further knowledge and skills required to fulfill job responsibilities and duties
- Maintain current knowledge and understanding of federal and state education and child labor laws
- Facilitate compliance with local, state, and federal regulations, policies, and procedures

WORKING CONDITIONS/REQUIREMENTS

- Frequent travel to various sites throughout the district and region
- Ability to communicate effectively; interpret policy, procedures and data; coordinate district functions; maintain emotional control under stress
- Maintain professionalism at all times while representing Mabank Independent School District