



HOLMDEL TOWNSHIP PUBLIC SCHOOLS JOB DESCRIPTION:

TRANSITION COORDINATOR

QUALIFICATIONS:

1. Valid New Jersey Teacher of the Handicapped/Teacher of Students with Disabilities or Educational Services certificate.
2. Prefer possession of Master's degree in secondary education /transition specialist
3. Minimum 5 years experience in transition planning/program development
4. Experience in developing community-based learning environment
5. Knowledge in transition planning and development of post-secondary goals
6. Structured Learning Experience certification preferred or willingness to train
7. This position requires flexible working hours to adequately access community, agency and parent organizations important to transition
8. Knowledge of laws and regulations applicable to the placement of students in structured learning experience as well as opportunities for continued support in all post secondary outcomes
9. Demonstrates effective problem solving, communications, organization, planning, record keeping and human relations skills
10. Successfully completes required criminal history check and has proof of U.S Citizenship or legal resident alien status
11. Such alternatives as the Board may find appropriate and acceptable

REPORTS TO: Director of Special Services

JOB GOAL: To work in conjunction with Case Managers, as part of the Child Study Team, to coordinate Transition needs for students, including counseling services, adult service providers, post secondary education/training opportunities, and community support. In addition, to support the creation and implementation of Transition Skills across the Special Education curriculum.

1. Performance Responsibilities:

INTRASCHOOL LINKAGES

- a. Disseminate transition information to teachers and administration
- b. Present in-service training
- c. Assist families, parents and students with access to transition services

- d. Facilitate communication between special education teachers
- e. Provide technical assistance to school staff
- f. Link case managers to appropriate agencies
- g. Link parents to appropriate agencies and transition resources

INTERAGENCY/BUSINESS LINKAGES

- a. Identify, establish, maintain links with community agencies and businesses
- b. Meet with local agencies and obtain information on transition services and supports
- c. Attend interagency transition meetings
- d. Initiate and maintain collaboration between and among different local education agencies
- e. Link students with post-secondary support coordinators
- f. Develop work sampling sites within the community

ASSESSMENT AND CAREER COUNSELING

- a. Coordinate development of career awareness and exploration activities
- b. Collaborate with guidance for student participation in career, job, college, transition fairs and other traditional guidance services

TRANSITION PLANNING

- a. Identify transition services provided by community agencies
- b. Attend or participate in Child Study Team and IEP meetings as needed
- c. Assist in planning and placement decisions
- d. Monitor adherence to federal laws
- e. Seek information on available grants for transportation/transition programs
- f. Write and submit grants to receive funding for student transportation to community settings

EDUCATION AND COMMUNITY TRAINING

- a. Promote self-advocacy activities and curriculum
- b. Train special education staff to understand the need for self-advocacy
- c. Coordinate school and community work-based learning opportunities (job shadows, interns, mentors, coops, student apprenticeships)
- d. Identify job placements
- e. Identify /coordinate transportation options
- f. Manage/Coordinate job coaches
- g. Coordinate community-based instruction
- h. Coordinate teaching of daily living skills
- i. To provide professional development to case managers and teachers regarding self-determination and student centered IEP/transition planning

PUBLIC RELATIONS

- a. Disseminate information to employers and the school community
- b. Provide awareness activities to employers, teachers, parents, students, and service organizations
- c. Develop business partnerships (guest speakers, field trips)
- d. Promote work-based learning opportunities with businesses and recruit businesses
- e. Serve on variety of committees
- f. Coordinate/sponsor transition fairs

2. Professional Development

- a. Strives to maintain and enhance professional competence through professional reading as well as participation in workshops, conferences and appropriate staff development programs in accordance with district guidelines
- b. Attends staff meetings as required
- c. Serves on staff committees on a voluntary basis

3. School/Community Relations

- a. Strives to establish cooperative relations and makes a reasonable effort to communicate with parents/guardians
- b. Cooperates and shares professionally with members of the administration and other staff
- c. Maintains confidentiality about students in accordance with state and federal law as well as district policy
- d. Attends parent communication activities (i.e., Back to School Night, conferences) as designated in the negotiated agreement between the Holmdel Township Board of Education and the Holmdel Township Education Association
- e. Communicates with and assists teachers regarding objectives devised for each student and the materials being used to accomplish those objectives in their classrooms

4. Other Assigned Duties

- a. Performs all other tasks and assumes such other duties as designated by the Director of Special Services

TERMS OF EMPLOYMENT: Ten month year. Salary established in the Agreement between the Holmdel Township Board of Education and the Holmdel Township Education Association.

EVALUATION: Performance of the position will be evaluated in accordance with provisions of the Agreement between the Holmdel Township Board of Education and the Holmdel Township Education Association.

SOURCE: Regular Board Meeting

DATE: June 24, 2015