

Descriptor Term:

GFABG

TRANSITION COORDINATOR

ISSUE DATE: **10-27-03**

QUALIFICATIONS:

1. Possess a general understanding of the purpose of transition for students with disabilities.
2. Bachelor Degree (preferably in Special Education)

REPORTS TO:

Director of Special Education

DUTIES:

1. Assist teachers and/or Director of Special Education in developing overall plan for the district's transition program.
2. Survey area businesses and local resources for possible transition sites and activities.
3. Make employer contacts in an effort to secure training sites.
4. Engage in appropriate negotiations with employers to communicate information necessary for successful training.
5. Develop checklists, job materials and media necessary to implement transition programs.
6. Assist teachers in identifying student interests and transition needs.
7. Assist in providing professional development activities for teachers, and support personnel.
8. Maintain data on district transition activities and job placement.
9. Assist in coordination of transportation for students placed on job sites.
10. Act as a contact person for parents, teachers, supervisors and employers.
11. Conduct regular evaluations on program effectiveness and IEP compliance.
12. Serve as a member of the district's transition committee.
13. Monitor district compliance for the Occupational Diploma.
14. Assist director in developing parent involvement activities for transition.
15. Performs such other duties as may be assigned by the Director of Special Education.

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TERMS OF EMPLOYMENT: 187 Work days
Salary Scale: Teachers Salary Scale (District)
Policy GGBC

EVALUATION:

Performance in this position shall be evaluated regularly and informally (oral and written) by the Director of Special Education.