

Descriptor Term:

GFABN

**JOB DESCRIPTION:
TRANSITION SPECIALIST**

ISSUE DATE: 11-15-07

QUALIFICATIONS:

1. High school diploma or equivalent.
2. A minimum of 48 college hours or successfully pass the assistant teacher examination.
3. Experience with computer word processing, database, and spreadsheet applications.
4. Possess a general understanding of the purpose of transition for students with disabilities.

REPORTS TO:

Director of Special Education and/or designee.

DUTIES:

1. Works in conjunction with certified teachers.
2. Assists in supervising students through the day's activities.
3. Traditional job development activities and non-traditional job development activities such as job sharing and job carving/creation.
4. Assist in on the job training plans.
5. Implements recommendations given by Speech Therapists, Occupational Therapist and Physical Therapist while under the supervision of a certified teacher.
6. Assists group at lunch.
7. Assists in collecting data throughout the school year.
8. Assists in the duplication process of classroom materials.
9. Follows scheduled outlines by teachers.
10. Observe students during in-school work experience, during classroom activities, at home and other current school and community environments.
11. Follows specified lesson plans assigned each day for daily activities from the certified teacher.
12. Performs such other duties as may be assigned by the Casemanager and/or the Director of Special Education.

TERMS OF EMPLOYMENT:

187 work days
Salary Scale: Library Aides (without a classroom teacher)
District Policy GGBD

EVALUATION:

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